EnergyAccessOnline

Columbia Gas of Massachusetts

User Manual

Last Updated:
November 3, 2011

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1. Welcome

We welcome our business partners to Energy Access Online. The purpose of this web site is to offer relevant information and secured electronic services to you through the World Wide Web. This web site will be used to:

- Process and confirm your daily nominations
- Deliver important information such as critical day notices, BTU factors, and daily imbalance prices
- Provide you with the ability to control your own User Administration
- Provide you access to your customer usage information.

We will be rolling out new functionality incrementally. If you have any questions or comments, please feel free to contact us via email at **energyaccessonline@nisource.com,** by phone 219-647-5678, or by visiting the Transportation Services web page under the Contract us section.

1.1.Navigation

To navigate the Energy Access Online site, you can use the menu on the left, or you can link to any function on the Site Map, which provides an alphabetical listing within category.

1.2.Online Help

There is a Help function provided for every page which requires your input. These can be accessed from each entry page, or from Technical Support.

1.3.Hardware and Software Requirements

This site is designed to run best using the North American Energy Standards Board (NAESB) recommended configuration or better. This includes the following.

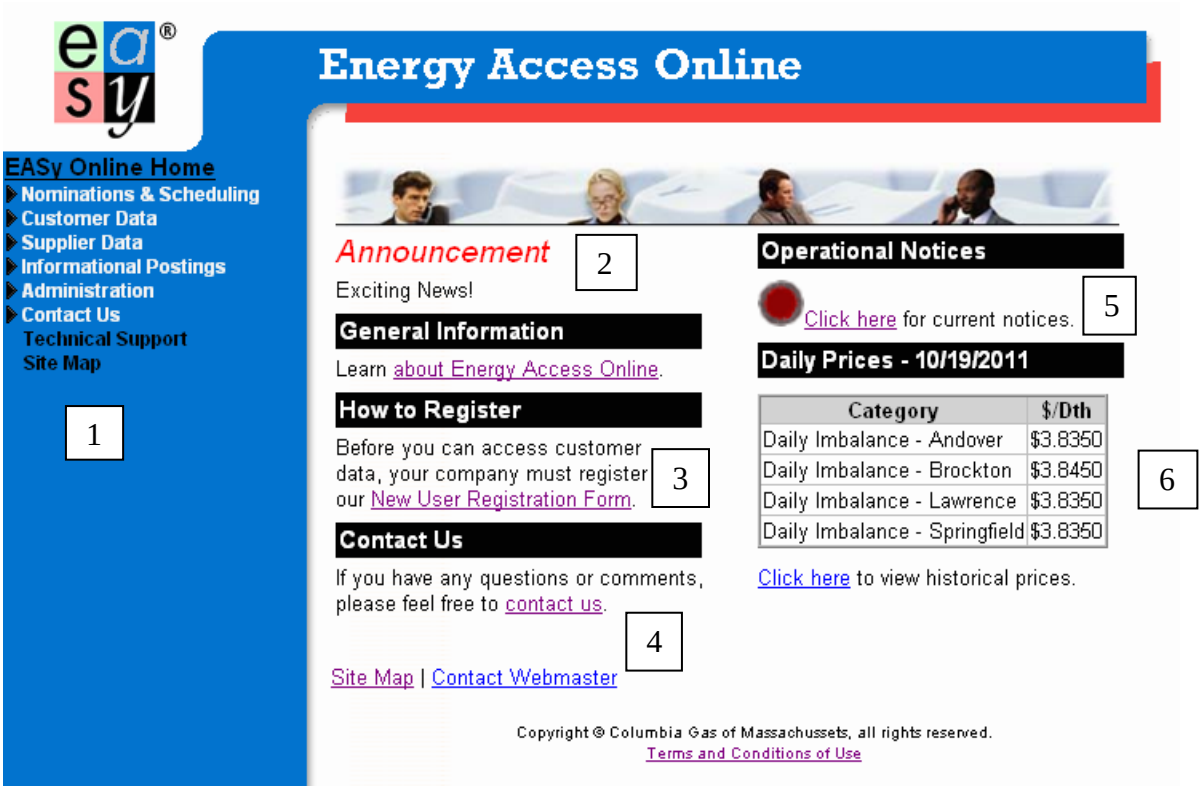
- Computer P166 or higher.
- Memory 64Mb or higher.
- Windows 95, Windows 98, or Windows NT SP3.
- 56K modem or higher.
- Netscape 4.06 or higher; or Internet Explorer 4.0 SP1 or higher.
- Display resolution 800x600 or higher.
- JavaScript must be enabled in the browser.

1.4.Internet Explorer 8 users

This site works best if you turn on Compatibility Mode.

- Compatibility mode is found under the TOOLS menu.

2. Home Page



1. Navigation Menu
   To navigate the Energy Access Online site, you can use the menu on the left. Click on the topic heading, such as Nominations & Scheduling, to expand the menu.

   Click on the EASy Online Home link to bring you back to the home page.

2. Announcements
   Announcements appear with notices from the Gas Scheduling department.

3. New User Registration
   To register for EnergyAccessOnline, click on the New User Registration Form link.

4. Contact Us
   To contact the gas transportation or scheduling departments, click on the Contact Us link. To contact the webmaster, click on the Contact Webmaster link. Click on the Site Map link to view all the available web pages.

5. Operational Notices
   If there are any active operational notices, such as an Operational Flow Order, the red button will blink. Click on the Click Here link to view the details.

6. Daily Imbalance Prices
   The current day's imbalance pricing appears in this section. These are posted each day at 7:15 am central time. The prices are per dekatherm. To see the historical prices, click on the Click Here link.

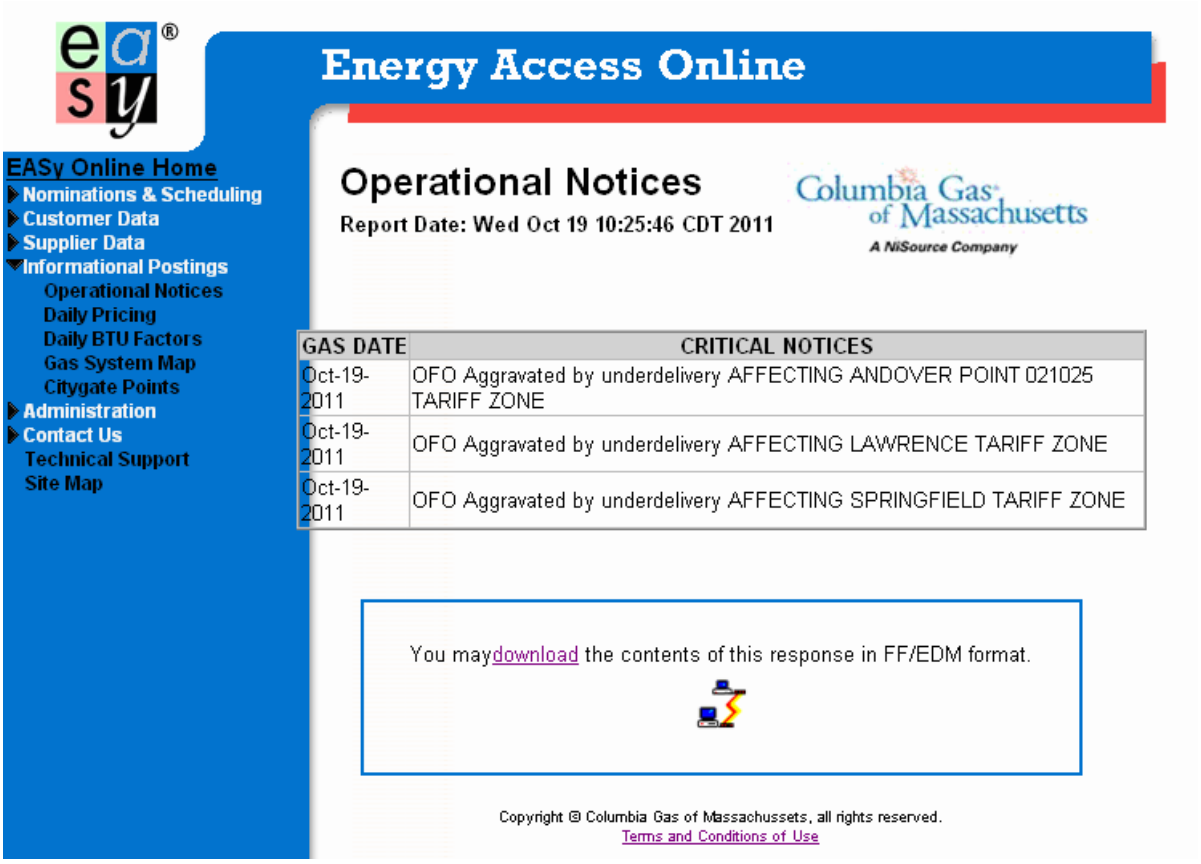
3. Informational Postings

The Informational Postings section is available to everyone. Expand the Informational Postings menu item on the left hand side to see the available web pages.

- Operational Notices
- Daily Pricing
- Daily BTU Factors
- Gas System Map
- City Gate Points

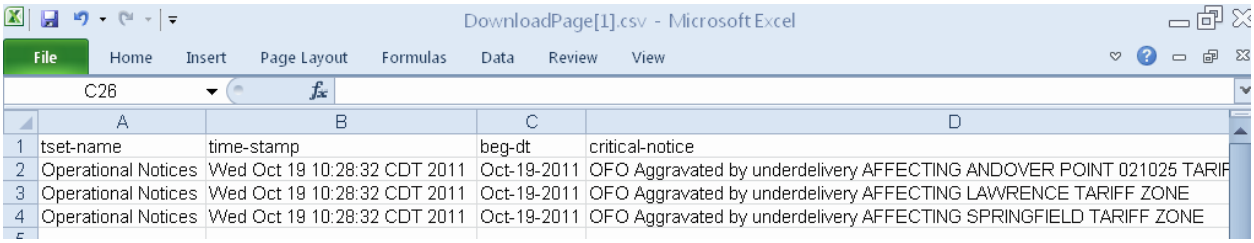
3.1. Operational Notices

If there are any active operational notices, such as an Operational Flow Order, the details are displayed on this web page.



The list of notices displayed may also be exported to any application that accepts comma separated files, such as Microsoft Excel. Click on the download link. When prompted, click on the OPEN button to open immediately, or SAVE button to save on your local drives.

Microsoft Excel Hint: To expand the columns to fit the width of the data, select all the contents (Ctrl + A). Choose Format → Autofit Column Width.



DownloadPage[1].csv - Microsoft Excel

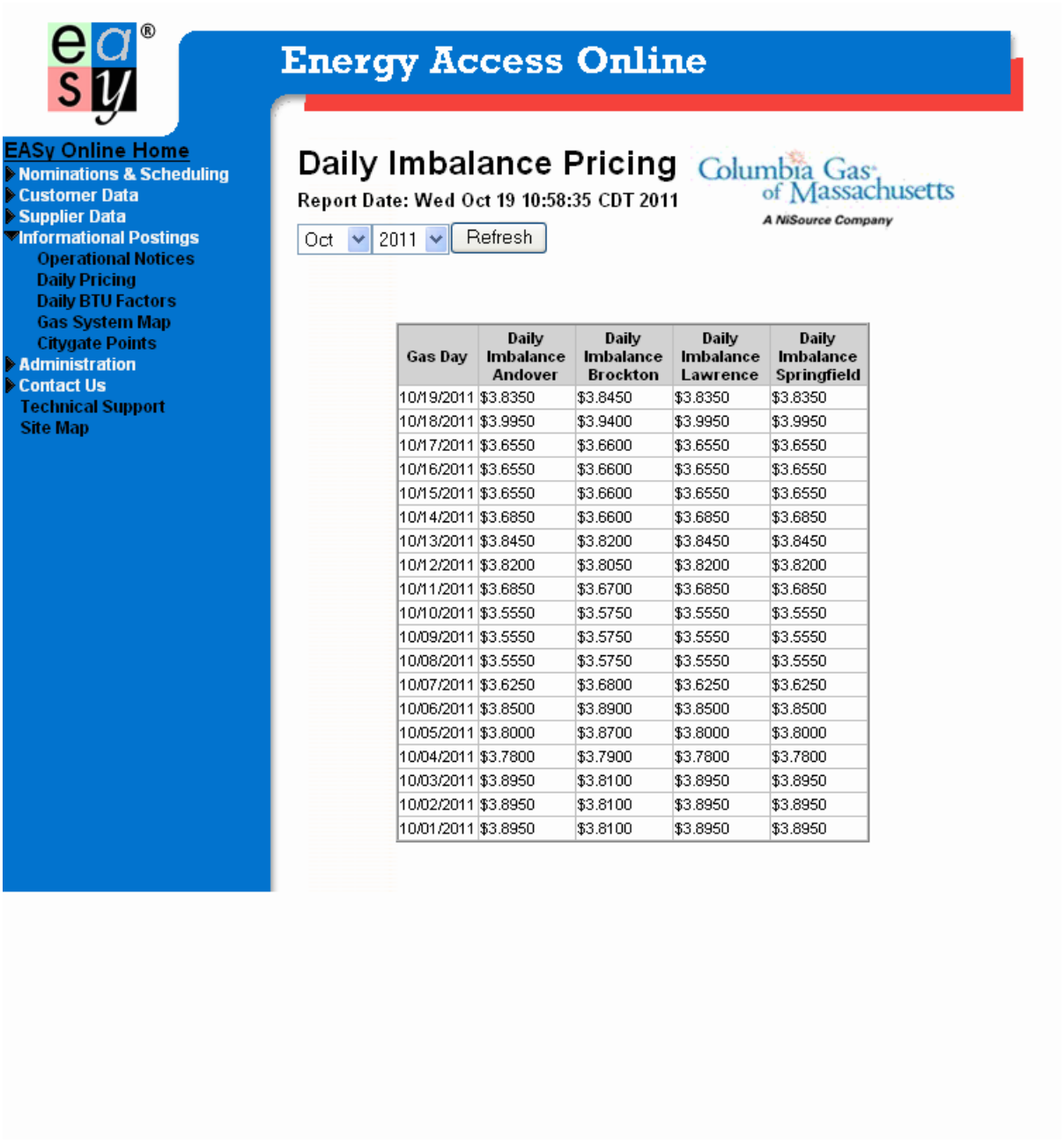
File | Home | Insert | Page Layout | Formulas | Data | Review | View

C26

	A	B	C	D
1	tset-name	time-stamp	beg-dt	critical-notice
2	Operational Notices	Wed Oct 19 10:28:32 CDT 2011	Oct-19-2011	OFO Aggravated by underdelivery AFFECTING ANDOVER POINT 021025 TARIF
3	Operational Notices	Wed Oct 19 10:28:32 CDT 2011	Oct-19-2011	OFO Aggravated by underdelivery AFFECTING LAWRENCE TARIFF ZONE
4	Operational Notices	Wed Oct 19 10:28:32 CDT 2011	Oct-19-2011	OFO Aggravated by underdelivery AFFECTING SPRINGFIELD TARIFF ZONE

3.2. Daily Prices

Daily Imbalance Prices for each service territory are displayed on this web page. To retrieve a prior month, use the Month and Year drop downs. Click on the REFRESH button.



Energy Access Online

EASy Online Home
- Nominations & Scheduling
- Customer Data
- Supplier Data
- Informational Postings
  - Operational Notices
  - Daily Pricing
  - Daily BTU Factors
  - Gas System Map
  - Citygate Points
- Administration
- Contact Us
- Technical Support
- Site Map

Daily Imbalance Pricing

Columbia Gas of Massachusetts
A NiSource Company

Report Date: Wed Oct 19 10:58:35 CDT 2011

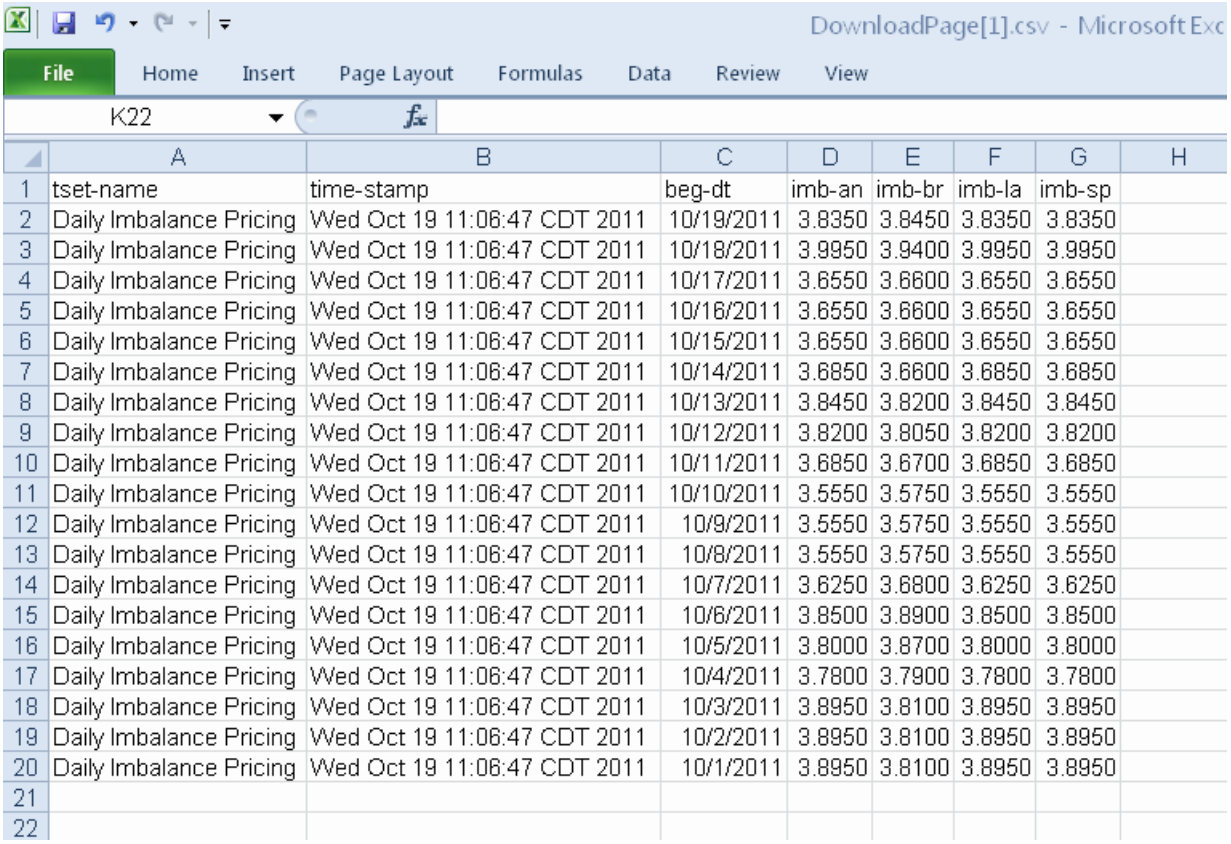
Oct | 2011 | Refresh

Gas Day	Daily Imbalance Andover	Daily Imbalance Brockton	Daily Imbalance Lawrence	Daily Imbalance Springfield
10/19/2011	$3.8350	$3.8450	$3.8350	$3.8350
10/18/2011	$3.9950	$3.9400	$3.9950	$3.9950
10/17/2011	$3.6550	$3.6600	$3.6550	$3.6550
10/16/2011	$3.6550	$3.6600	$3.6550	$3.6550
10/15/2011	$3.6550	$3.6600	$3.6550	$3.6550
10/14/2011	$3.6850	$3.6600	$3.6850	$3.6850
10/13/2011	$3.8450	$3.8200	$3.8450	$3.8450
10/12/2011	$3.8200	$3.8050	$3.8200	$3.8200
10/11/2011	$3.6850	$3.6700	$3.6850	$3.6850
10/10/2011	$3.5550	$3.5750	$3.5550	$3.5550
10/09/2011	$3.5550	$3.5750	$3.5550	$3.5550
10/08/2011	$3.5550	$3.5750	$3.5550	$3.5550
10/07/2011	$3.6250	$3.6800	$3.6250	$3.6250
10/06/2011	$3.8500	$3.8900	$3.8500	$3.8500
10/05/2011	$3.8000	$3.8700	$3.8000	$3.8000
10/04/2011	$3.7800	$3.7900	$3.7800	$3.7800
10/03/2011	$3.8950	$3.8100	$3.8950	$3.8950
10/02/2011	$3.8950	$3.8100	$3.8950	$3.8950
10/01/2011	$3.8950	$3.8100	$3.8950	$3.8950

The list of prices displayed may also be exported to any application that accepts comma separated files, such as Microsoft Excel. Click on the download link. When prompted, click on the OPEN button to open immediately, or SAVE button to save on your local drives.

NOTE: When viewing the data, you will want to format the pricing columns to 4 decimal places. In Microsoft Excel, Choose Format->Format Cells. Then select NUMBER, and change the decimal places to 4.

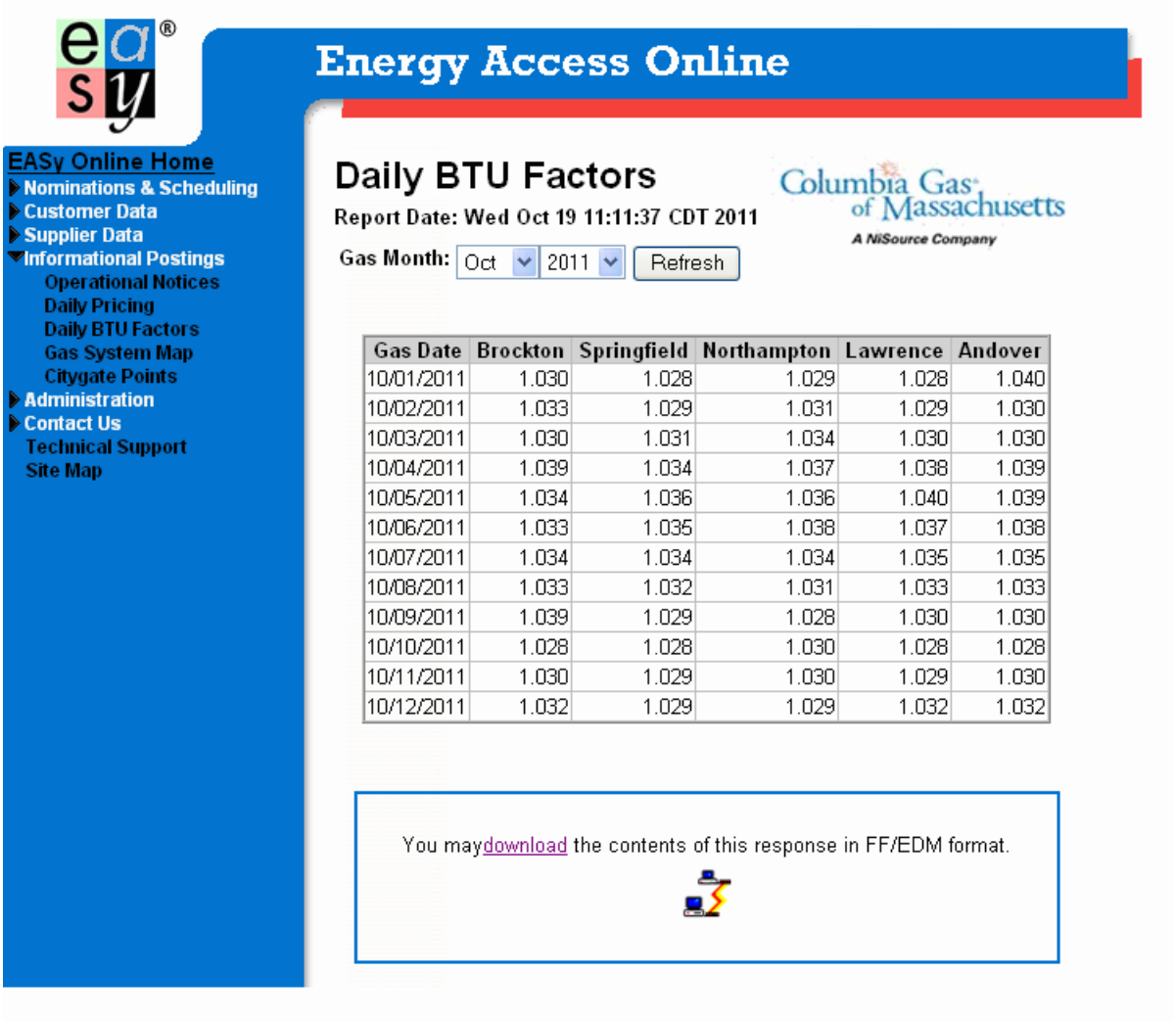
Microsoft Excel Hint: To expand the columns to fit the width of the data, select all the contents (Ctrl + A). Choose Format → Autofit Column Width.



	A	B	C	D	E	F	G	H
1	tset-name	time-stamp	beg-dt	imb-an	imb-br	imb-la	imb-sp	
2	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/19/2011	3.8350	3.8450	3.8350	3.8350	
3	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/18/2011	3.9950	3.9400	3.9950	3.9950	
4	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/17/2011	3.6550	3.6600	3.6550	3.6550	
5	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/16/2011	3.6550	3.6600	3.6550	3.6550	
6	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/15/2011	3.6550	3.6600	3.6550	3.6550	
7	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/14/2011	3.6850	3.6600	3.6850	3.6850	
8	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/13/2011	3.8450	3.8200	3.8450	3.8450	
9	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/12/2011	3.8200	3.8050	3.8200	3.8200	
10	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/11/2011	3.6850	3.6700	3.6850	3.6850	
11	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/10/2011	3.5550	3.5750	3.5550	3.5550	
12	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/9/2011	3.5550	3.5750	3.5550	3.5550	
13	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/8/2011	3.5550	3.5750	3.5550	3.5550	
14	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/7/2011	3.6250	3.6800	3.6250	3.6250	
15	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/6/2011	3.8500	3.8900	3.8500	3.8500	
16	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/5/2011	3.8000	3.8700	3.8000	3.8000	
17	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/4/2011	3.7800	3.7900	3.7800	3.7800	
18	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/3/2011	3.8950	3.8100	3.8950	3.8950	
19	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/2/2011	3.8950	3.8100	3.8950	3.8950	
20	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/1/2011	3.8950	3.8100	3.8950	3.8950	
21								
22								

3.3. Daily BTU Factors

The Daily BTU Factors for each service territory are displayed on this web page. To retrieve a prior month, use the Month and Year drop downs. Click on the REFRESH button.



The list of BTU Factors displayed may also be exported to any application that accepts comma separated files, such as Microsoft Excel. Click on the download link. When prompted, click on the OPEN button to open immediate, or SAVE button to save on your local drives.

Microsoft Excel Hint: To expand the columns to fit the width of the data, select all the contents (Ctrl + A). Choose Format → Autofit Column Width.

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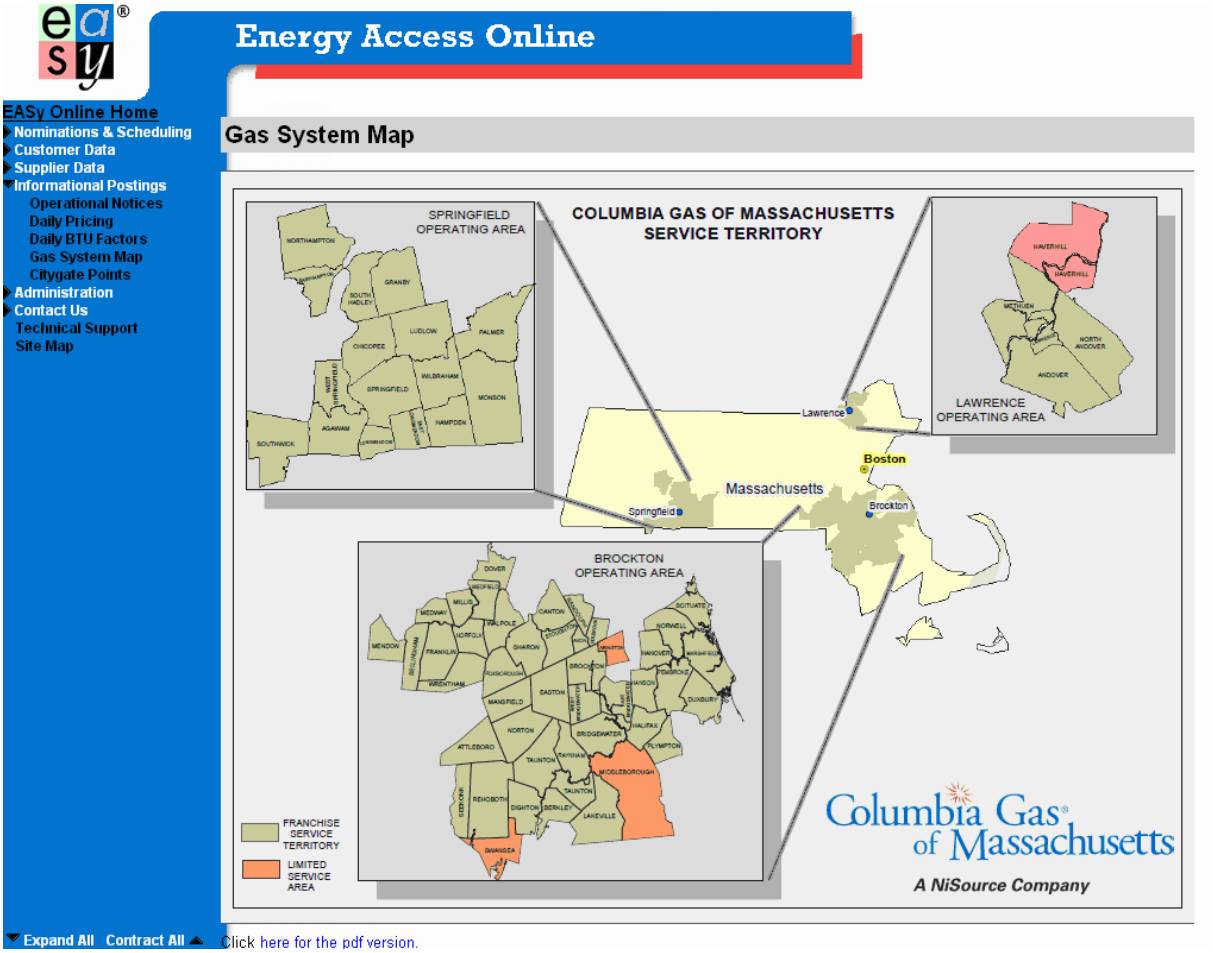
	A	B	C	D	E	F	G
1	BTU_DT	BTU_FTR_BR	BTU_FTR_SP	BTU_FTR_NH	BTU_FTR_LA	BTU_FTR_AN	
2	10/1/2011	1.03	1.028	1.029	1.028	1.04	
3	10/2/2011	1.033	1.029	1.031	1.029	1.03	
4	10/3/2011	1.03	1.031	1.034	1.03	1.03	
5	10/4/2011	1.039	1.034	1.037	1.038	1.039	
6	10/5/2011	1.034	1.036	1.036	1.04	1.039	
7	10/6/2011	1.033	1.035	1.038	1.037	1.038	
8	10/7/2011	1.034	1.034	1.034	1.035	1.035	
9	10/8/2011	1.033	1.032	1.031	1.033	1.033	
10	10/9/2011	1.039	1.029	1.028	1.03	1.03	
11	10/10/2011	1.028	1.028	1.03	1.028	1.028	
12	10/11/2011	1.03	1.029	1.03	1.029	1.03	
13	10/12/2011	1.032	1.029	1.029	1.032	1.032	
14							

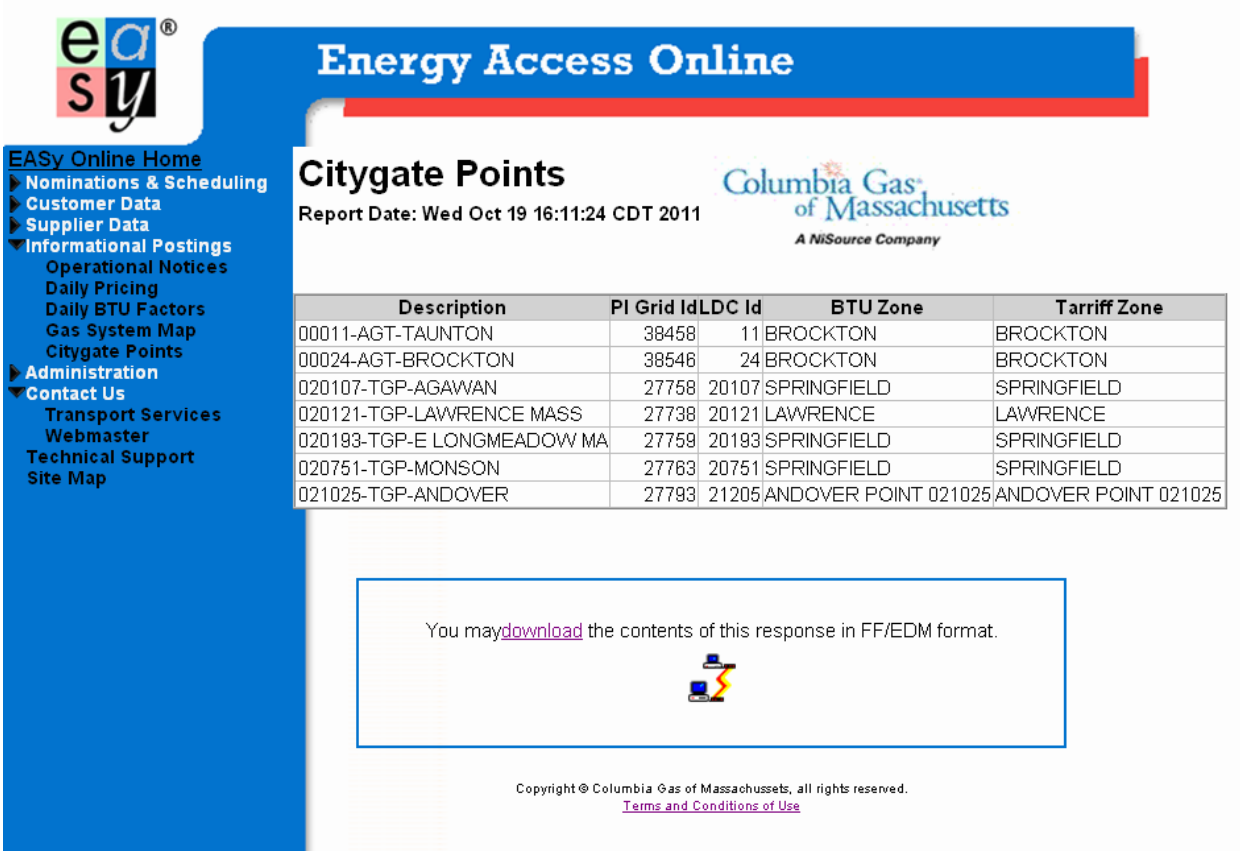
3.4. Gas System Map

The service territories for Columbia Gas of Massachusetts are displayed on this web page. To open this image in Adobe Reader, click on the Click Here for PDF version link. To get Adobe Reader, click on the Adobe Reader icon.



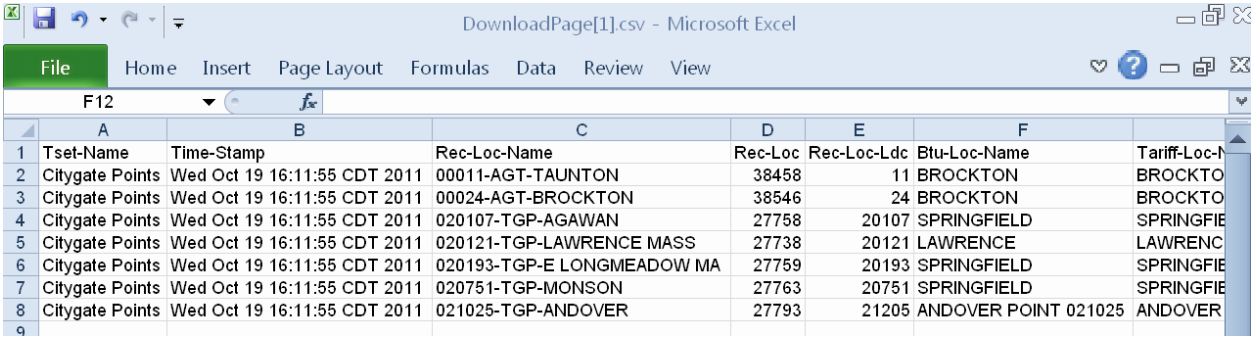
3.5. City Gate Points

The list of available points for transport nominations are displayed on this web page.



The list of points displayed may also be exported to any application that accepts comma separated files, such as Microsoft Excel. Click on the download link. When prompted, click on the OPEN button to open immediate, or SAVE button to save on your local drives.

Microsoft Excel Hint: To expand the columns to fit the width of the data, select all the contents (Ctrl + A). Choose Format → Autofit Column Width.



	A	B	C	D	E	F	
1	Tset-Name	Time-Stamp	Rec-Loc-Name	Rec-Loc	Rec-Loc-Ldc	Btu-Loc-Name	Tariff-Loc-N
2	Citygate Points	Wed Oct 19 16:11:55 CDT 2011	00011-AGT-TAUNTON	38458	11	BROCKTON	BROCKTO
3	Citygate Points	Wed Oct 19 16:11:55 CDT 2011	00024-AGT-BROCKTON	38546	24	BROCKTON	BROCKTO
4	Citygate Points	Wed Oct 19 16:11:55 CDT 2011	020107-TGP-AGAWAN	27758	20107	SPRINGFIELD	SPRINGFIE
5	Citygate Points	Wed Oct 19 16:11:55 CDT 2011	020121-TGP-LAWRENCE MASS	27738	20121	LAWRENCE	LAWRENC
6	Citygate Points	Wed Oct 19 16:11:55 CDT 2011	020193-TGP-E LONGMEADOW MA	27759	20193	SPRINGFIELD	SPRINGFIE
7	Citygate Points	Wed Oct 19 16:11:55 CDT 2011	020751-TGP-MONSON	27763	20751	SPRINGFIELD	SPRINGFIE
8	Citygate Points	Wed Oct 19 16:11:55 CDT 2011	021025-TGP-ANDOVER	27793	21205	ANDOVER POINT 021025	ANDOVER
9							

4. Nominations & Scheduling

The Nominations & Scheduling section contains secured web pages that allow a marketer to enter daily transportation nominations and maintain their upstream contracts. Expand the Nominations & Scheduling menu item on the left hand side to see the available web pages.

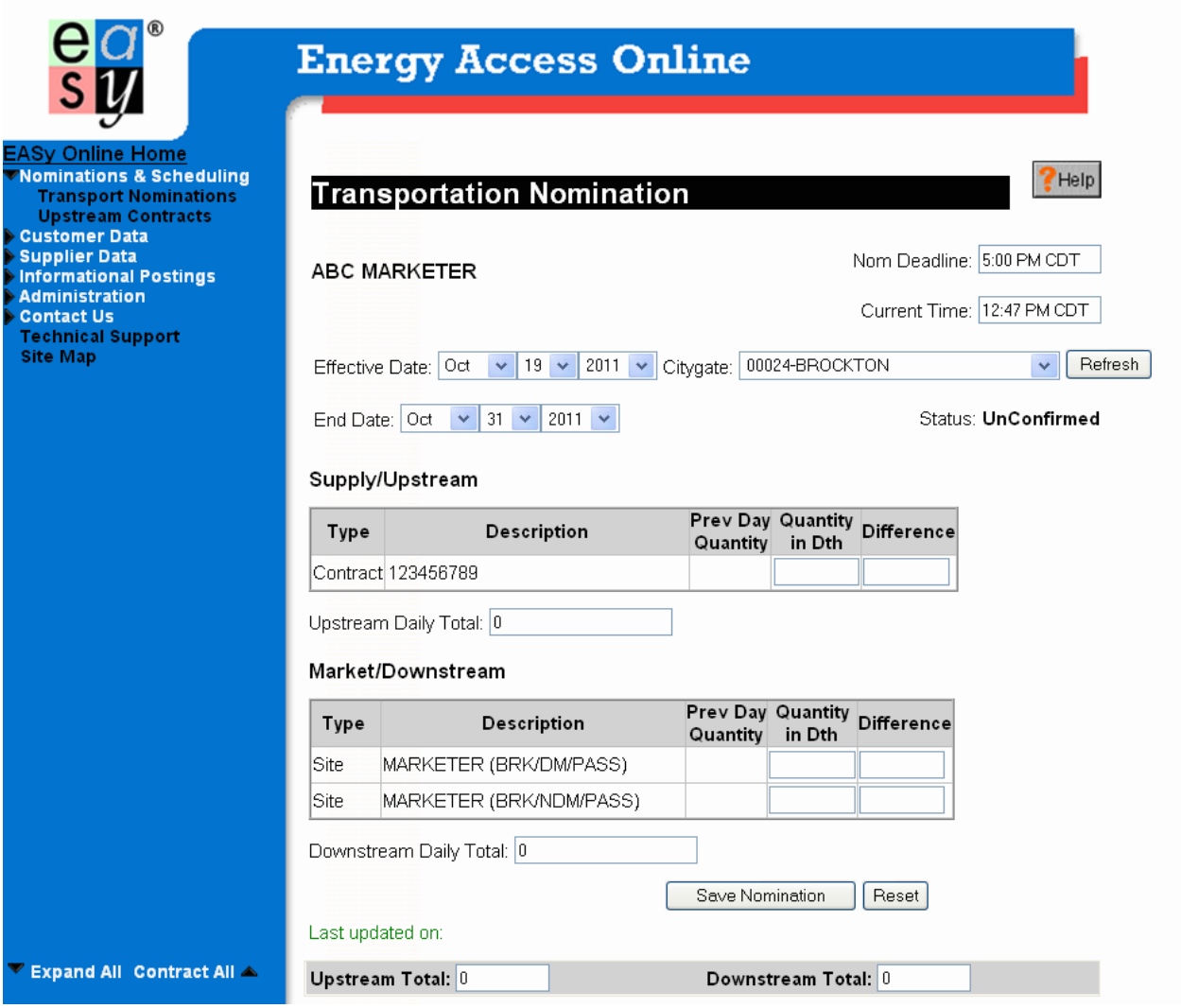
- Transport Nominations
- Upstream Contracts

4.1. Transport Nominations

The Transportation Nomination page provides the ability to add or change a transportation nomination. One nomination transaction consists of the volumes transported for a date range and one onsystem city gate point. It designates the source of gas (pipeline contracts or company program) and the destination (marketer pool).

- Cycle 1 transportation nominations are submitted for the next gas day by 11:30 am Central Time.
- Cycle 2 transportation nominations are submitted for the current gas day by 5:00 pm Central Time.

After 5:00 pm Central time of the current gas day, nomination changes are not allowed.



1. The initial date displayed is today's gas date and the city gate point is 00024-Brockton. To enter a nomination for a different gas date or for a different city gate point, change the drop down values. Click on the REFRESH button to refresh the Supply/Upstream and Market/Downstream grids.

2. In the Supply/Upstream grid, a list of upstream contracts for which it is possible to nominate will be presented. If a nomination has already been entered, that information will also be displayed. The previous day's nomination and differences are also displayed, to assist in entering the volumes to be nominated.

   If you do not see the upstream contract that you need, these can be entered into the Upstream Contract web page available under the same Nominations & Scheduling section.

3. In the Market/Downstream grid, a list of the marketer's customer pools for which it is possible to nominate will be presented. These pools are categorized by service territory, daily metered versus no-daily metered, and pass-thru versus complete billing. If a nomination has already been entered, that information will also be displayed. The previous day's nomination and differences are also displayed, to assist in entering the volumes to be nominated.

   If you do not see the pool that you need, please refer to the contact information listed on the Transportation Services web page under the Contact Us section.

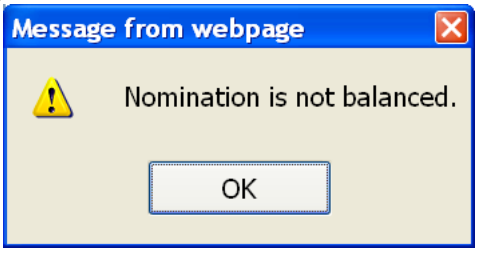
4. If you wish for the nomination to span for more than one day, change the End Date.

5. If a date range is displayed for an existing nomination, but you want to change only one day's volumes, refer to the section below titled "Single Day Entry Feature (Nomination Splitting)"

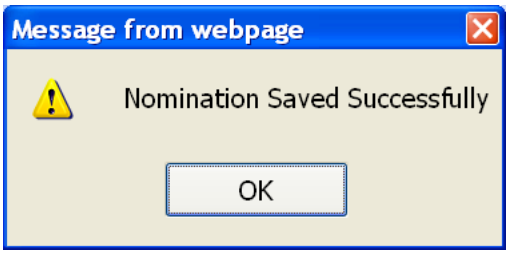
6. Enter or change the nominated volume for any detail item desired. Zeroing or blanking out a volume deletes the nomination for that detail.

   The rules for valid entry are:
   - The end date must be greater than or equal to the effective date, and must be in the same month/year.
   - The volume is entered in dekatherms, with no decimal places.
   - The upstream and downstream nominations must be balanced (the totals must be equal).

7. Press the SAVE NOMINATION button. If there is an error, the page will be presented with the error message.



   If the nomination was accepted, a confirmation message will be displayed.



The header will initially display status of UnConfirmed. When the internal system processes the nomination for the nomination **cycle,** the status will change to Confirmed. At this time, the nomination will appear on the reports listed in the Supplier Data section.

8. If you wish to view or make a nomination for another city gate point or date, change the drop down values at the top. Click on the REFRESH button to refresh the Supply/Upstream and Market/Downstream grids. If the chosen date is past the deadline, no entry will be allowed.

4.1.1. Single Day Entry Feature (Nomination Splitting)

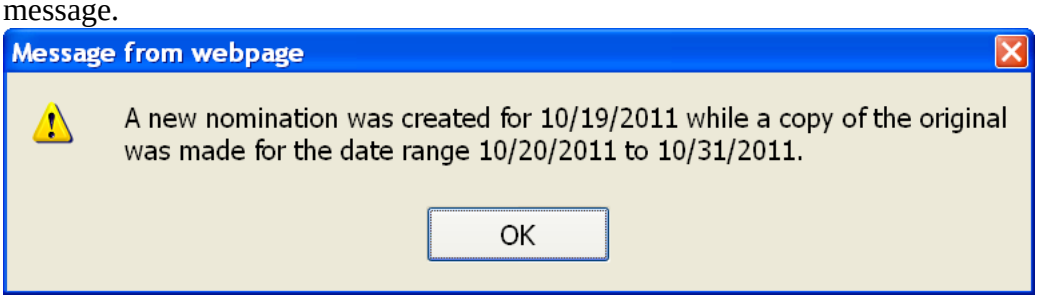
The 'Single Day Entry' feature allows you to change the volumes for a single day, while the remaining days' volumes are left intact. This feature essentially performs a split of the nomination into two nominations.

For example: A nomination is setup for 10/19 thru 10/31.

By clicking on the SINGLE DAY ENTRY button, 2 nominations now exist:

- 10/19 thru 10/19
- 10/20 thru 10/31

1. To use this feature, press the SINGLE DAY ENTRY button. You will be prompted with a confirmation message.



2. Make your modifications to the nomination displayed, and press the 'Save Nomination' button.

Note: The SINGLE DAY ENTRY button will only appear for existing nominations that span for more than one day.

4.2.Upstream Contracts

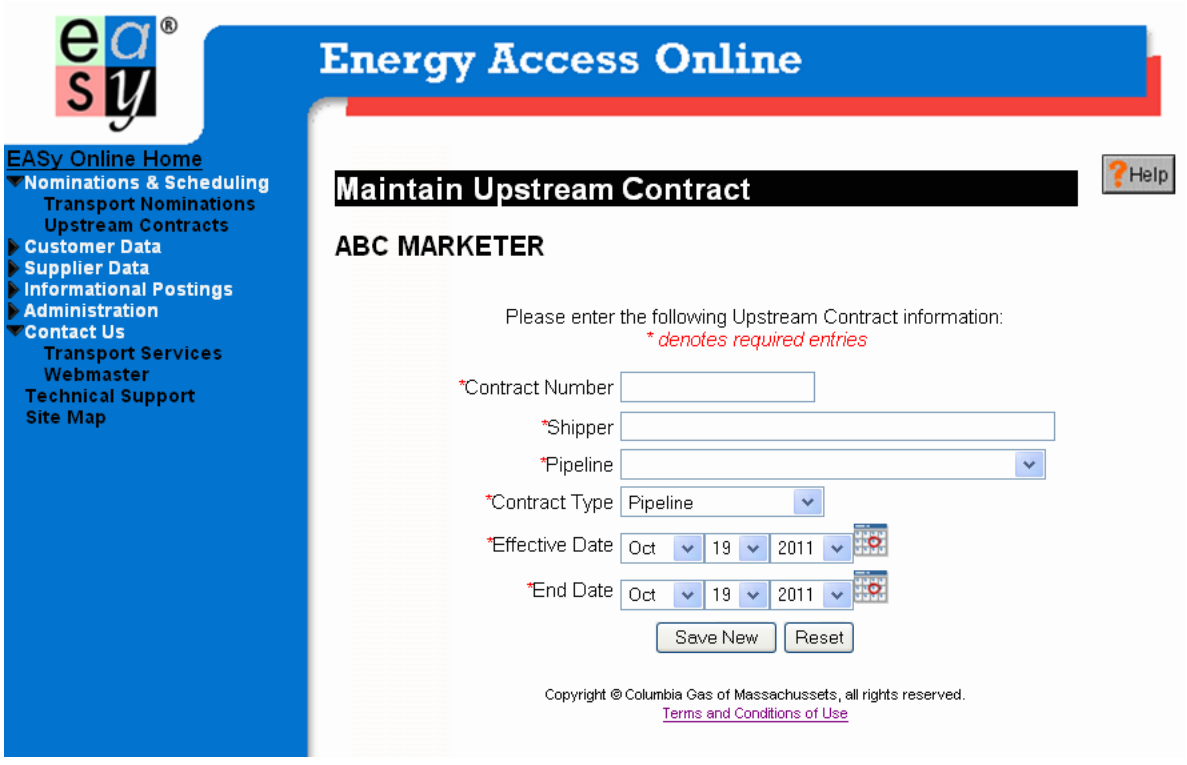
The Maintain Upstream Contract page provides the ability for marketers to add or change their upstream contract information. The upstream contracts are the contracts marketers have with the pipelines for supply of gas. The marketers can also enter in contracts that they have with Columbia Gas of Massachusetts for peaking supply, company storage, or company managed supply. This information is used for entering transportation nominations.

4.2.1. Adding a new upstream contract

When the upstream contract web page is first opened, there is the option to create a new upstream contract or modify an existing one. To add a new upstream contract:

1. Click on the CREATE NEW button.

2. You will be presented with a blank form for entering the upstream contract information. Enter the information. The rules for valid entry are:
    - All required fields must be entered. Required fields are designated by an asterisk.
    - The end date must be greater than or equal to the effective date.



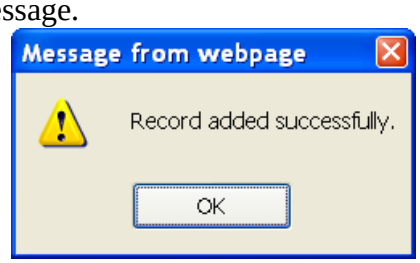
Important Notes:

- The Contract Number is what appears on the Transportation Nomination page as identification of the upstream contract.
    - In the case of Tennessee (TGP) deliveries, this will generally be the "DUNS" number of the upstream shipper, identified as Svc Req, on TGP PASSKEY EBB.

- In the case of AGT, it should be the upstream contract number, identified as Svc Req K, on the AGT LINK EBB.

- The Shipper should be the holder of the upstream contract. We realize delivered supply may change hands several times and it may be difficult to know the ultimate shipper name, but the more specific the user can be with the Shipper, the less opportunity for a problem in the pipeline confirmation process.
- The Contract Type defaults to Pipeline. If your gas supply is Peaking, Company Storage, or Company Managed change the Contract Type drop down to the appropriate supply type.

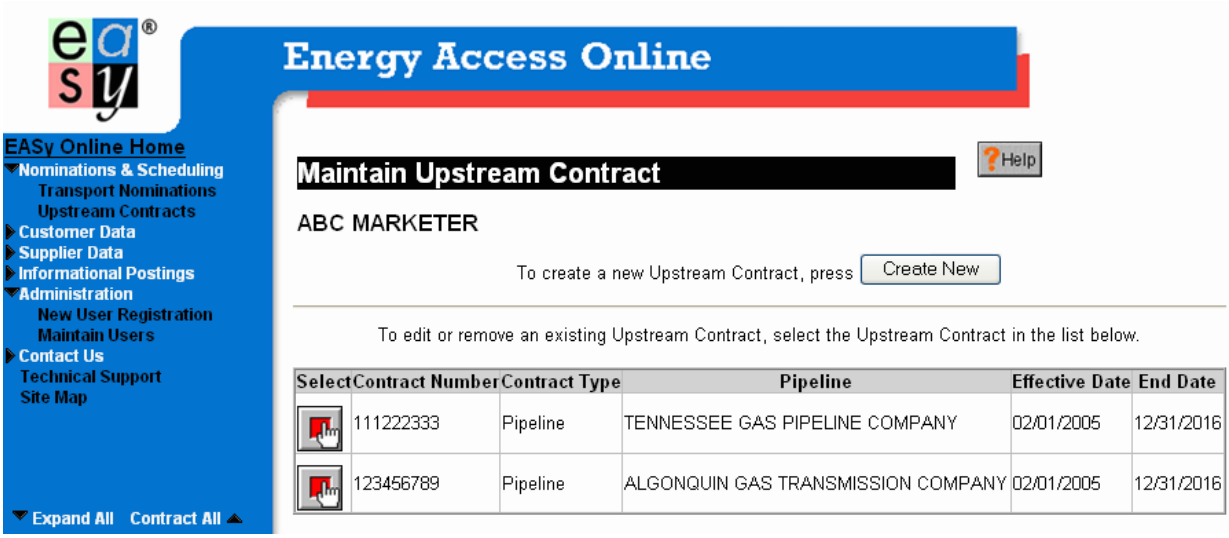
3. Press the 'Save' button. If there is an error, the page will be presented again with the error message(s) displayed. If the contract was accepted, the contract information will be displayed with a confirmation message.



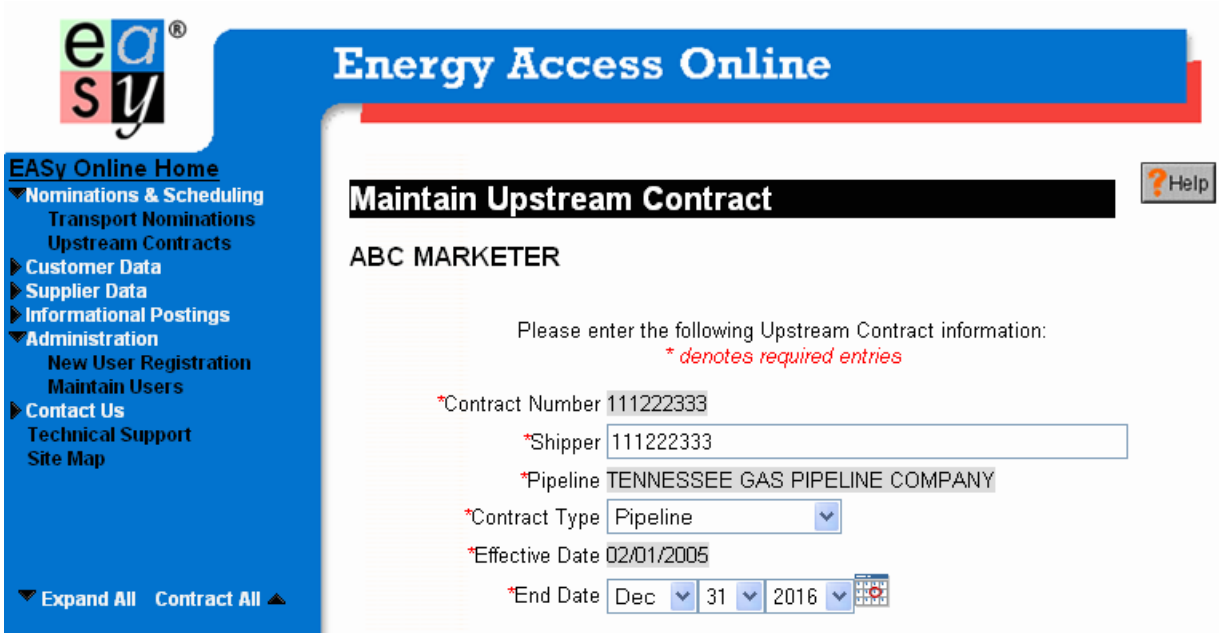
4.2.2. Modifying an existing upstream contract

When the upstream contract web page is first opened, there is the option to create a new upstream contract or modify an existing one.

To modify an existing upstream contract:



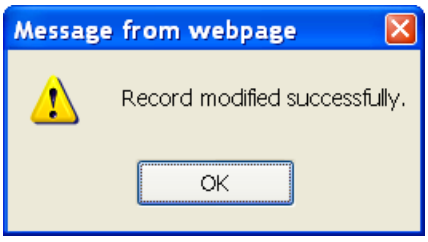
1. Press the red SELECT button on the left side of an existing contract. You will be presented with the information currently on file for the contract. The rules for valid entry are:
    - All required fields must be entered. Required fields are designated by an asterisk.
    - The end date must be greater than or equal to the effective date.



Important Notes:

- The Contract Number is what appears on the Transportation Nomination page as identification of the upstream contract.
  - In the case of Tennessee (TGP) deliveries, this will generally be the "DUNS" number of the upstream shipper, identified as Svc Req, on TGP PASSKEY EBB.
  - In the case of AGT, it should be the upstream contract number, identified as Svc Req K, on the AGT LINK EBB.
- The Shipper should be the holder of the upstream contract. We realize delivered supply may change hands several times and it may be difficult to know the ultimate shipper name, but the more specific the user can be with the Shipper, the less opportunity for problem in the pipeline confirmation process.
- If your gas supply is Peaking, Company Storage, or Company Managed change the Contract Type drop down to the appropriate supply type.

2. Press the 'Save' button. If there is an error, the page will be presented again with the error message(s) displayed. If the contract was accepted, the contract information will be displayed with a confirmation message.



4.2.3. Removing an existing upstream contract

An upstream contract cannot be removed. Instead, close it by entering an end date. The contract will no longer appear on the Transport Nomination window once the nomination date has passed the end date.

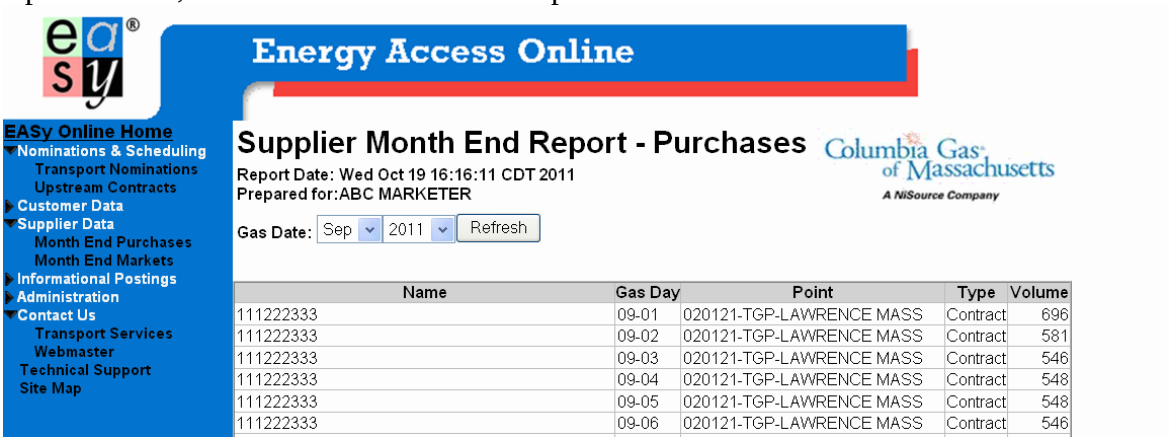
5. Supplier Data

The supplier data section contains two reports that show the nominations that have been validated by the internal system.

- Month End Purchases
- Month End Markets

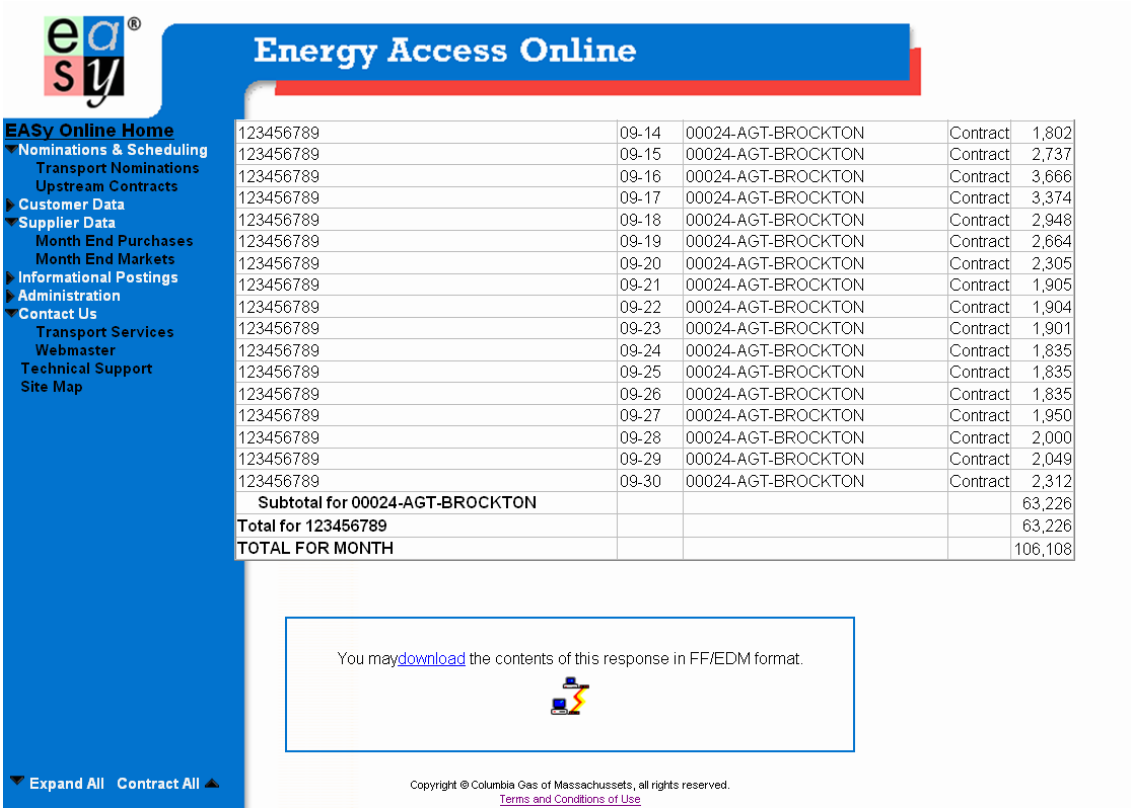
5.1.Month End Purchases

The Month End Purchases report displays the nomination detail from the upstream or supply side. It is subtotaled by city gate point, then upstream contract. There is a grand total at the end of the report. To retrieve a prior month, use the Month and Year drop downs. Click on the REFRESH button.



Name	Gas Day	Point	Type	Volume
111222333	09-01	020121-TGP-LAWRENCE MASS	Contract	696
111222333	09-02	020121-TGP-LAWRENCE MASS	Contract	581
111222333	09-03	020121-TGP-LAWRENCE MASS	Contract	546
111222333	09-04	020121-TGP-LAWRENCE MASS	Contract	548
111222333	09-05	020121-TGP-LAWRENCE MASS	Contract	548
111222333	09-06	020121-TGP-LAWRENCE MASS	Contract	546

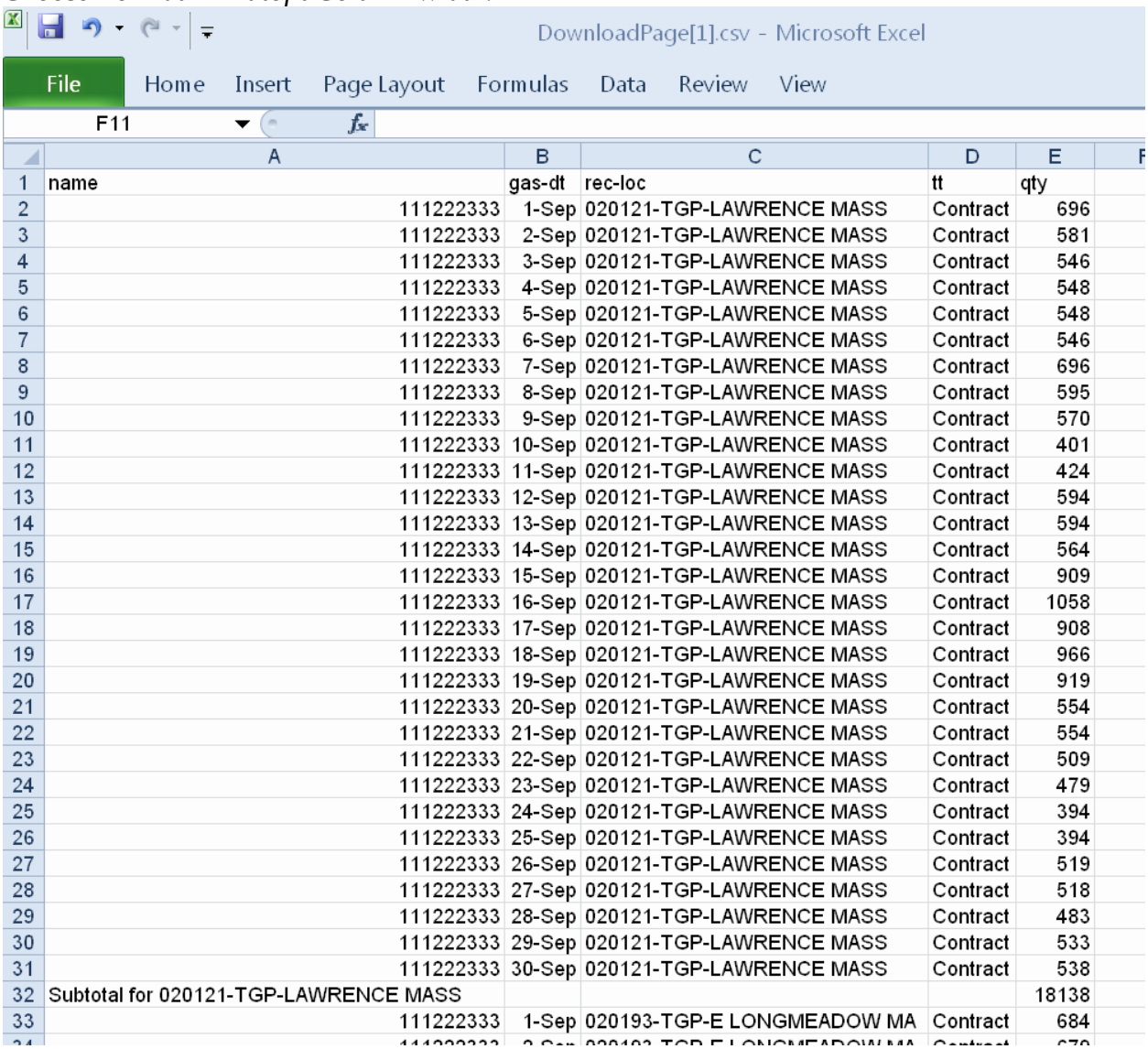
Scroll Down…….



123456789	09-14	00024-AGT-BROCKTON	Contract	1,802
123456789	09-15	00024-AGT-BROCKTON	Contract	2,737
123456789	09-16	00024-AGT-BROCKTON	Contract	3,666
123456789	09-17	00024-AGT-BROCKTON	Contract	3,374
123456789	09-18	00024-AGT-BROCKTON	Contract	2,948
123456789	09-19	00024-AGT-BROCKTON	Contract	2,664
123456789	09-20	00024-AGT-BROCKTON	Contract	2,305
123456789	09-21	00024-AGT-BROCKTON	Contract	1,905
123456789	09-22	00024-AGT-BROCKTON	Contract	1,904
123456789	09-23	00024-AGT-BROCKTON	Contract	1,901
123456789	09-24	00024-AGT-BROCKTON	Contract	1,835
123456789	09-25	00024-AGT-BROCKTON	Contract	1,835
123456789	09-26	00024-AGT-BROCKTON	Contract	1,835
123456789	09-27	00024-AGT-BROCKTON	Contract	1,950
123456789	09-28	00024-AGT-BROCKTON	Contract	2,000
123456789	09-29	00024-AGT-BROCKTON	Contract	2,049
123456789	09-30	00024-AGT-BROCKTON	Contract	2,312
Subtotal for 00024-AGT-BROCKTON				63,226
Total for 123456789				63,226
TOTAL FOR MONTH				106,108

The month end purchases displayed may also be exported to any application that accepts comma separated files, such as Microsoft Excel. Click on the download link. When prompted, click on the OPEN button to open immediate, or SAVE button to save on your local drives.

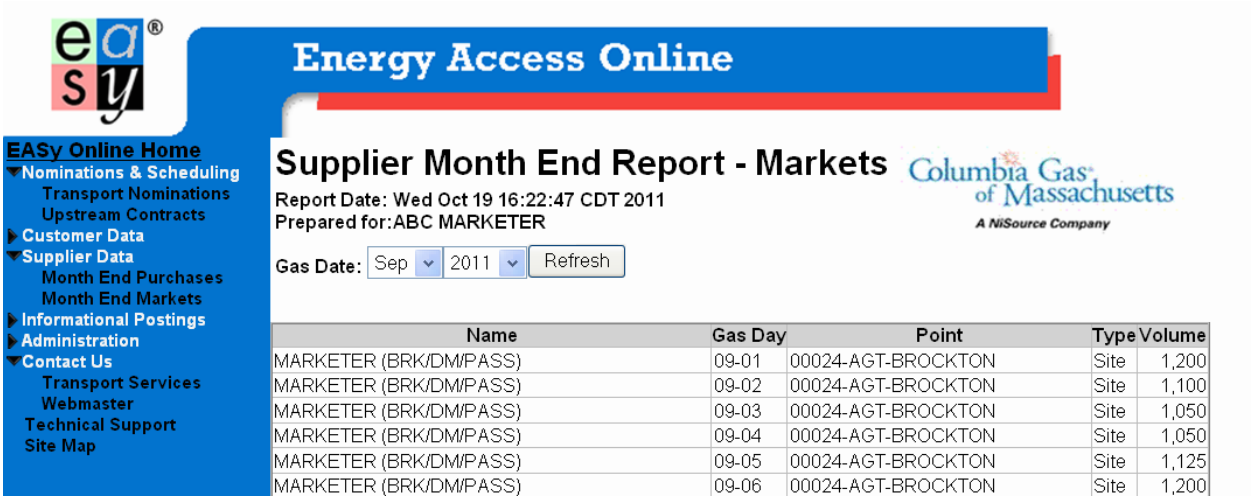
Microsoft Excel Hint: To expand the columns to fit the width of the data, select all the contents (Ctrl + A). Choose Format → Autofit Column Width.



	A	B	C	D	E
1	name	gas-dt	rec-loc	tt	qty
2	111222333	1-Sep	020121-TGP-LAWRENCE MASS	Contract	696
3	111222333	2-Sep	020121-TGP-LAWRENCE MASS	Contract	581
4	111222333	3-Sep	020121-TGP-LAWRENCE MASS	Contract	546
5	111222333	4-Sep	020121-TGP-LAWRENCE MASS	Contract	548
6	111222333	5-Sep	020121-TGP-LAWRENCE MASS	Contract	548
7	111222333	6-Sep	020121-TGP-LAWRENCE MASS	Contract	546
8	111222333	7-Sep	020121-TGP-LAWRENCE MASS	Contract	696
9	111222333	8-Sep	020121-TGP-LAWRENCE MASS	Contract	595
10	111222333	9-Sep	020121-TGP-LAWRENCE MASS	Contract	570
11	111222333	10-Sep	020121-TGP-LAWRENCE MASS	Contract	401
12	111222333	11-Sep	020121-TGP-LAWRENCE MASS	Contract	424
13	111222333	12-Sep	020121-TGP-LAWRENCE MASS	Contract	594
14	111222333	13-Sep	020121-TGP-LAWRENCE MASS	Contract	594
15	111222333	14-Sep	020121-TGP-LAWRENCE MASS	Contract	564
16	111222333	15-Sep	020121-TGP-LAWRENCE MASS	Contract	909
17	111222333	16-Sep	020121-TGP-LAWRENCE MASS	Contract	1058
18	111222333	17-Sep	020121-TGP-LAWRENCE MASS	Contract	908
19	111222333	18-Sep	020121-TGP-LAWRENCE MASS	Contract	966
20	111222333	19-Sep	020121-TGP-LAWRENCE MASS	Contract	919
21	111222333	20-Sep	020121-TGP-LAWRENCE MASS	Contract	554
22	111222333	21-Sep	020121-TGP-LAWRENCE MASS	Contract	554
23	111222333	22-Sep	020121-TGP-LAWRENCE MASS	Contract	509
24	111222333	23-Sep	020121-TGP-LAWRENCE MASS	Contract	479
25	111222333	24-Sep	020121-TGP-LAWRENCE MASS	Contract	394
26	111222333	25-Sep	020121-TGP-LAWRENCE MASS	Contract	394
27	111222333	26-Sep	020121-TGP-LAWRENCE MASS	Contract	519
28	111222333	27-Sep	020121-TGP-LAWRENCE MASS	Contract	518
29	111222333	28-Sep	020121-TGP-LAWRENCE MASS	Contract	483
30	111222333	29-Sep	020121-TGP-LAWRENCE MASS	Contract	533
31	111222333	30-Sep	020121-TGP-LAWRENCE MASS	Contract	538
32	Subtotal for 020121-TGP-LAWRENCE MASS				18138
33	111222333	1-Sep	020193-TGP-E LONGMEADOW MA	Contract	684

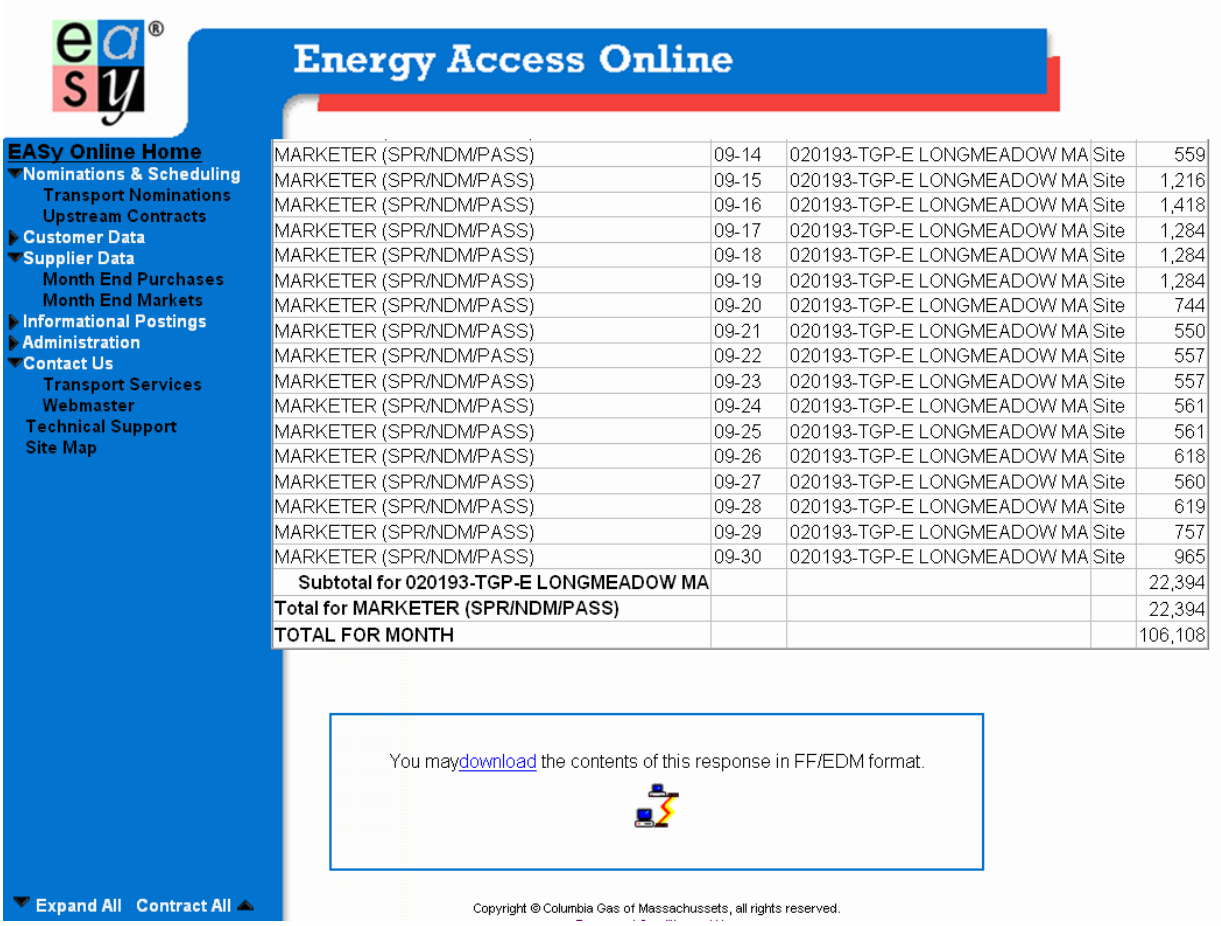
5.2.Month End Markets

The Month End Markets report displays the nomination detail for the downstream or market side. It is subtotaled by city gate point, then marketer pool. There is a grand total at the end of the report. To retrieve a prior month, use the Month and Year drop downs. Click on the REFRESH button.



Name	Gas Day	Point	Type	Volume
MARKETER (BRK/DM/PASS)	09-01	00024-AGT-BROCKTON	Site	1,200
MARKETER (BRK/DM/PASS)	09-02	00024-AGT-BROCKTON	Site	1,100
MARKETER (BRK/DM/PASS)	09-03	00024-AGT-BROCKTON	Site	1,050
MARKETER (BRK/DM/PASS)	09-04	00024-AGT-BROCKTON	Site	1,050
MARKETER (BRK/DM/PASS)	09-05	00024-AGT-BROCKTON	Site	1,125
MARKETER (BRK/DM/PASS)	09-06	00024-AGT-BROCKTON	Site	1,200

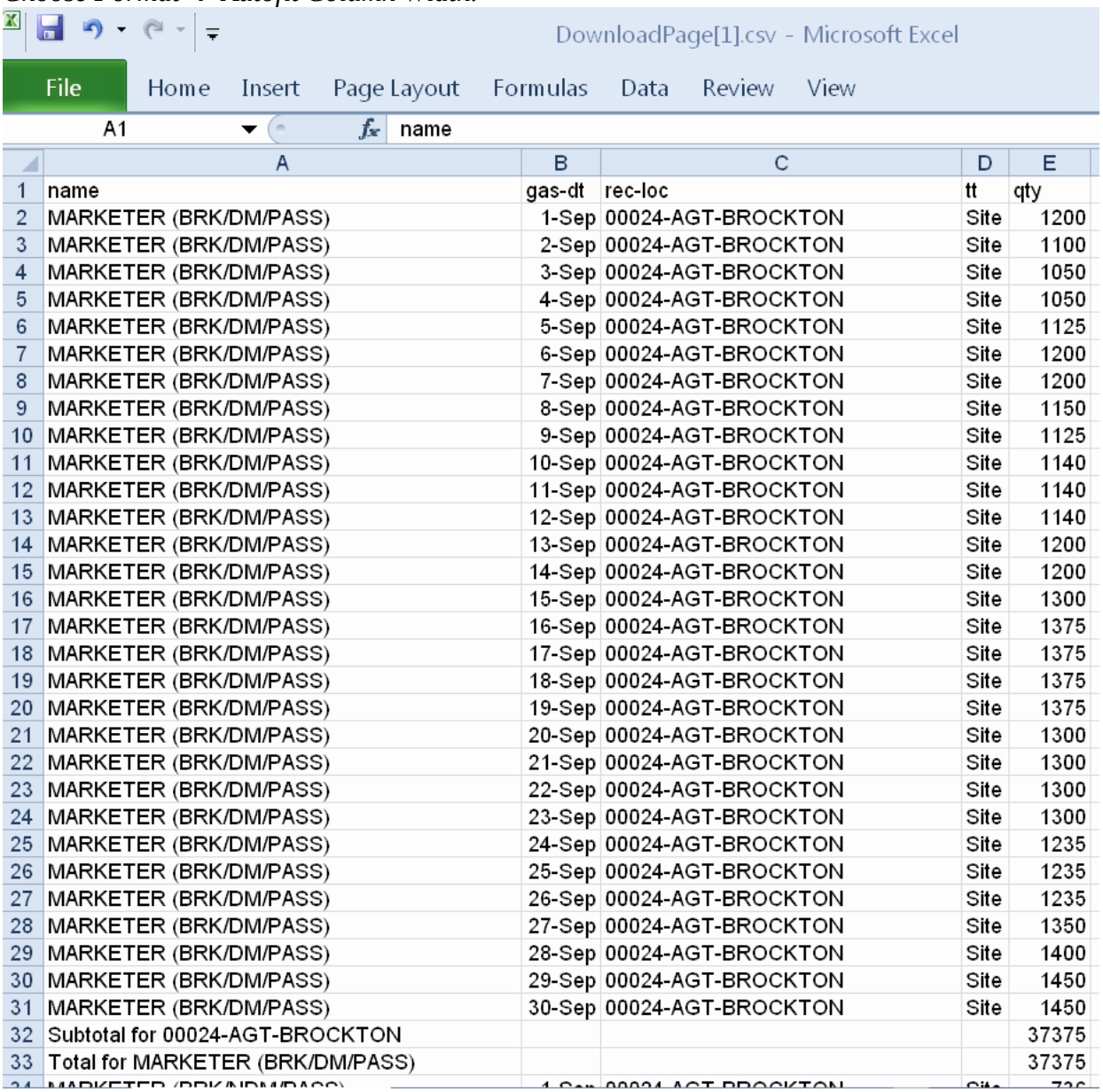
Scroll Down…….



MARKETER (SPR/NDM/PASS)	09-14	020193-TGP-E LONGMEADOW MA	Site	559
MARKETER (SPR/NDM/PASS)	09-15	020193-TGP-E LONGMEADOW MA	Site	1,216
MARKETER (SPR/NDM/PASS)	09-16	020193-TGP-E LONGMEADOW MA	Site	1,418
MARKETER (SPR/NDM/PASS)	09-17	020193-TGP-E LONGMEADOW MA	Site	1,284
MARKETER (SPR/NDM/PASS)	09-18	020193-TGP-E LONGMEADOW MA	Site	1,284
MARKETER (SPR/NDM/PASS)	09-19	020193-TGP-E LONGMEADOW MA	Site	1,284
MARKETER (SPR/NDM/PASS)	09-20	020193-TGP-E LONGMEADOW MA	Site	744
MARKETER (SPR/NDM/PASS)	09-21	020193-TGP-E LONGMEADOW MA	Site	550
MARKETER (SPR/NDM/PASS)	09-22	020193-TGP-E LONGMEADOW MA	Site	557
MARKETER (SPR/NDM/PASS)	09-23	020193-TGP-E LONGMEADOW MA	Site	557
MARKETER (SPR/NDM/PASS)	09-24	020193-TGP-E LONGMEADOW MA	Site	561
MARKETER (SPR/NDM/PASS)	09-25	020193-TGP-E LONGMEADOW MA	Site	561
MARKETER (SPR/NDM/PASS)	09-26	020193-TGP-E LONGMEADOW MA	Site	618
MARKETER (SPR/NDM/PASS)	09-27	020193-TGP-E LONGMEADOW MA	Site	560
MARKETER (SPR/NDM/PASS)	09-28	020193-TGP-E LONGMEADOW MA	Site	619
MARKETER (SPR/NDM/PASS)	09-29	020193-TGP-E LONGMEADOW MA	Site	757
MARKETER (SPR/NDM/PASS)	09-30	020193-TGP-E LONGMEADOW MA	Site	965
Subtotal for 020193-TGP-E LONGMEADOW MA				22,394
Total for MARKETER (SPR/NDM/PASS)				22,394
TOTAL FOR MONTH				106,108

The month end markets displayed may also be exported to any application that accepts comma separated files, such as Microsoft Excel. Click on the download link. When prompted, click on the OPEN button to open immediate, or SAVE button to save on your local drives.

Microsoft Excel Hint: To expand the columns to fit the width of the data, select all the contents (Ctrl + A). Choose Format → Autofit Column Width.



	A	B	C	D	E
1	name	gas-dt	rec-loc	tt	qty
2	MARKETER (BRK/DM/PASS)	1-Sep	00024-AGT-BROCKTON	Site	1200
3	MARKETER (BRK/DM/PASS)	2-Sep	00024-AGT-BROCKTON	Site	1100
4	MARKETER (BRK/DM/PASS)	3-Sep	00024-AGT-BROCKTON	Site	1050
5	MARKETER (BRK/DM/PASS)	4-Sep	00024-AGT-BROCKTON	Site	1050
6	MARKETER (BRK/DM/PASS)	5-Sep	00024-AGT-BROCKTON	Site	1125
7	MARKETER (BRK/DM/PASS)	6-Sep	00024-AGT-BROCKTON	Site	1200
8	MARKETER (BRK/DM/PASS)	7-Sep	00024-AGT-BROCKTON	Site	1200
9	MARKETER (BRK/DM/PASS)	8-Sep	00024-AGT-BROCKTON	Site	1150
10	MARKETER (BRK/DM/PASS)	9-Sep	00024-AGT-BROCKTON	Site	1125
11	MARKETER (BRK/DM/PASS)	10-Sep	00024-AGT-BROCKTON	Site	1140
12	MARKETER (BRK/DM/PASS)	11-Sep	00024-AGT-BROCKTON	Site	1140
13	MARKETER (BRK/DM/PASS)	12-Sep	00024-AGT-BROCKTON	Site	1140
14	MARKETER (BRK/DM/PASS)	13-Sep	00024-AGT-BROCKTON	Site	1200
15	MARKETER (BRK/DM/PASS)	14-Sep	00024-AGT-BROCKTON	Site	1200
16	MARKETER (BRK/DM/PASS)	15-Sep	00024-AGT-BROCKTON	Site	1300
17	MARKETER (BRK/DM/PASS)	16-Sep	00024-AGT-BROCKTON	Site	1375
18	MARKETER (BRK/DM/PASS)	17-Sep	00024-AGT-BROCKTON	Site	1375
19	MARKETER (BRK/DM/PASS)	18-Sep	00024-AGT-BROCKTON	Site	1375
20	MARKETER (BRK/DM/PASS)	19-Sep	00024-AGT-BROCKTON	Site	1375
21	MARKETER (BRK/DM/PASS)	20-Sep	00024-AGT-BROCKTON	Site	1300
22	MARKETER (BRK/DM/PASS)	21-Sep	00024-AGT-BROCKTON	Site	1300
23	MARKETER (BRK/DM/PASS)	22-Sep	00024-AGT-BROCKTON	Site	1300
24	MARKETER (BRK/DM/PASS)	23-Sep	00024-AGT-BROCKTON	Site	1300
25	MARKETER (BRK/DM/PASS)	24-Sep	00024-AGT-BROCKTON	Site	1235
26	MARKETER (BRK/DM/PASS)	25-Sep	00024-AGT-BROCKTON	Site	1235
27	MARKETER (BRK/DM/PASS)	26-Sep	00024-AGT-BROCKTON	Site	1235
28	MARKETER (BRK/DM/PASS)	27-Sep	00024-AGT-BROCKTON	Site	1350
29	MARKETER (BRK/DM/PASS)	28-Sep	00024-AGT-BROCKTON	Site	1400
30	MARKETER (BRK/DM/PASS)	29-Sep	00024-AGT-BROCKTON	Site	1450
31	MARKETER (BRK/DM/PASS)	30-Sep	00024-AGT-BROCKTON	Site	1450
32	Subtotal for 00024-AGT-BROCKTON				37375
33	Total for MARKETER (BRK/DM/PASS)				37375

6. Customer Data

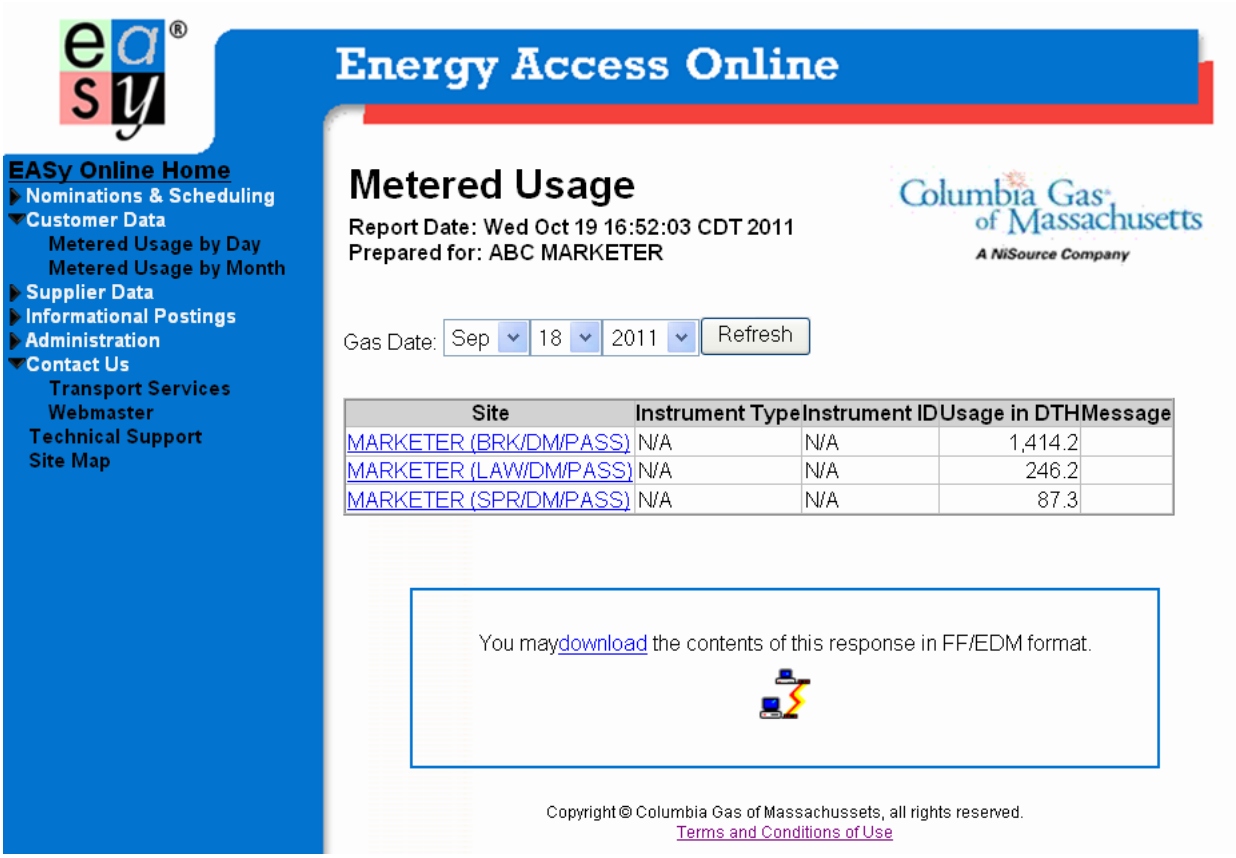
The customer data section contains two reports that show the customer usage.

- Metered Usage by Day
- Metered Usage by Month

6.1. Metered Usage by Day

The Metered Usage by Day report displays the usage for each of the marketer's customer pools. These pools are categorized by service territory, daily metered versus non-daily metered, and pass-thru versus complete billing. Non-daily metered pools do not appear on the Metered Usage by Day web page.

1. To retrieve a prior month, use the Month and Year drop downs. Click on the REFRESH button.



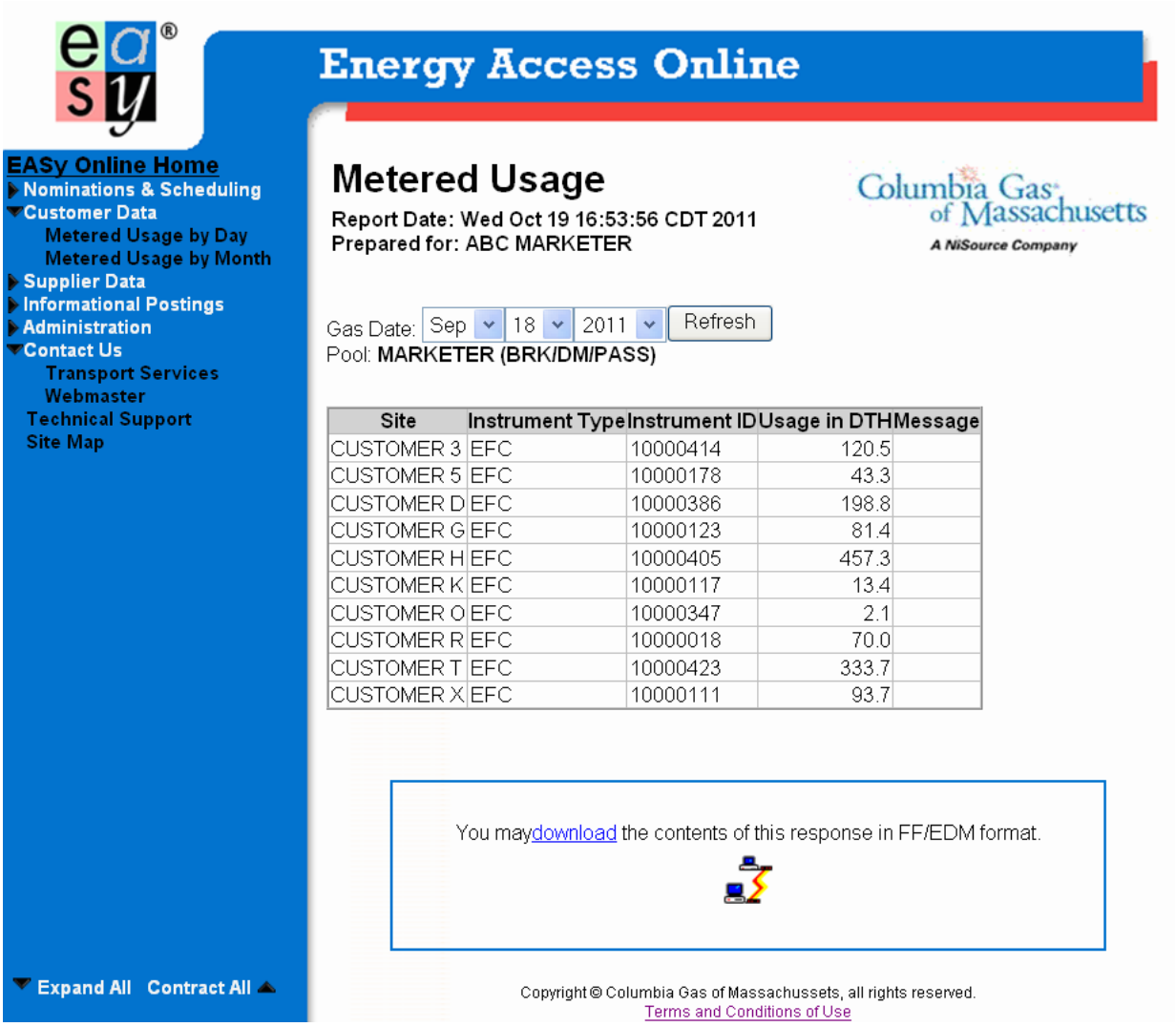
2. The message column can display "Pool Member Volume is Missing" if not all the customers in the pool have usage loaded in our system.

3. If the pool has not been billed yet, a message will appear in Red at the heading:

   Dth volume displayed may not represent actual billed volume.

   This is because the final BTU factor for the month has not been calculated. The BTU Factor is used to convert CCF or MCF usage to dekatherms.

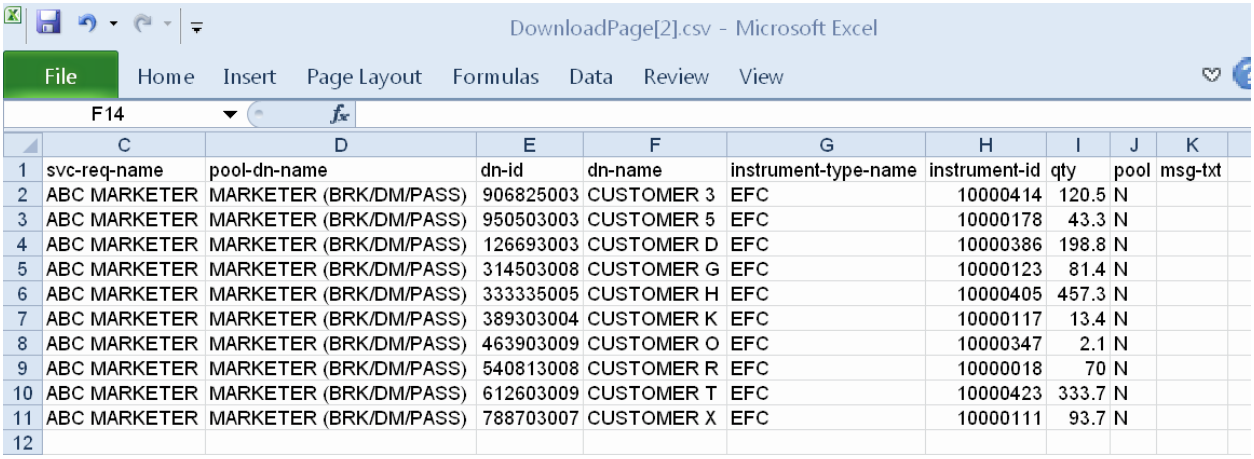
4. To view the customer usage details behind each pool, click on the pool name link under the Site column.



5. The message column can display
   - "Missing Volume" if the customer's usage has not been loaded in our system
   - "Manual Entry" if the customer's usage has been modified after loaded into the system, or it has been entered manually
   - "Estimated" if the customer's usage has been estimated.

6. Both the marketer pool usage and customer usage detail can be exported to any application that accepts comma separated files, such as Microsoft Excel. Click on the download link. When prompted, click on the OPEN button to open immediate, or SAVE button to save on your local drives.

   Microsoft Excel Hint: To expand the columns to fit the width of the data, select all the contents (Ctrl + A). Choose Format → Autofit Column Width.



DownloadPage[2].csv - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

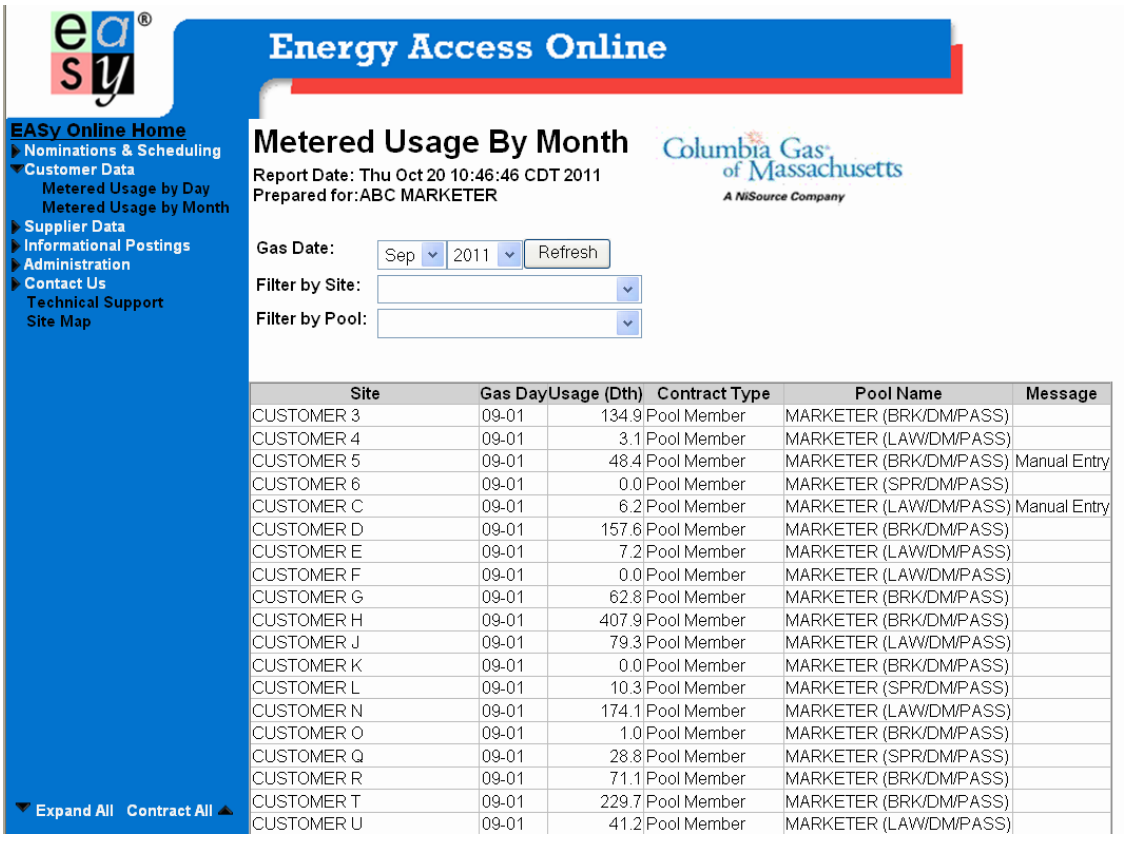
F14

	C	D	E	F	G	H	I	J	K
1	svc-req-name	pool-dn-name	dn-id	dn-name	instrument-type-name	instrument-id	qty	pool	msg-txt
2	ABC MARKETER	MARKETER (BRK/DM/PASS)	906825003	CUSTOMER 3	EFC	10000414	120.5	N	
3	ABC MARKETER	MARKETER (BRK/DM/PASS)	950503003	CUSTOMER 5	EFC	10000178	43.3	N	
4	ABC MARKETER	MARKETER (BRK/DM/PASS)	126693003	CUSTOMER D	EFC	10000386	198.8	N	
5	ABC MARKETER	MARKETER (BRK/DM/PASS)	314503008	CUSTOMER G	EFC	10000123	81.4	N	
6	ABC MARKETER	MARKETER (BRK/DM/PASS)	333335005	CUSTOMER H	EFC	10000405	457.3	N	
7	ABC MARKETER	MARKETER (BRK/DM/PASS)	389303004	CUSTOMER K	EFC	10000117	13.4	N	
8	ABC MARKETER	MARKETER (BRK/DM/PASS)	463903009	CUSTOMER O	EFC	10000347	2.1	N	
9	ABC MARKETER	MARKETER (BRK/DM/PASS)	540813008	CUSTOMER R	EFC	10000018	70	N	
10	ABC MARKETER	MARKETER (BRK/DM/PASS)	612603009	CUSTOMER T	EFC	10000423	333.7	N	
11	ABC MARKETER	MARKETER (BRK/DM/PASS)	788703007	CUSTOMER X	EFC	10000111	93.7	N	
12									

6.2.Metered Usage by Month

The Metered Usage by Month report displays the usage for each of the marketer's customer pools for each day in the month. These pools are categorized by service territory, daily metered versus non-daily metered, and pass-thru versus complete billing. Non-daily metered pools do not appear on the Metered Usage by Day web page.

1. To retrieve a prior month, use the Month and Year drop downs. Click on the REFRESH button.
2. To filter by a customer site or a pool total, use the Filter by Site drop down. Setting the drop down to blank resets the filter.
3. To filter by all the customers in a pool, use the Filter by Pool drop down. Setting the drop down to blank resets the filter.



Energy Access Online

EASy Online Home
Nominations & Scheduling
Customer Data
Metered Usage by Day
Metered Usage by Month
Supplier Data
Informational Postings
Administration
Contact Us
Technical Support
Site Map
Expand All Contract All

Metered Usage By Month

Columbia Gas of Massachusetts
A NiSource Company

Report Date: Thu Oct 20 10:46:46 CDT 2011
Prepared for:ABC MARKETER

Gas Date: Sep 2011 Refresh
Filter by Site:
Filter by Pool:

Site	Gas Day	Usage (Dth)	Contract Type	Pool Name	Message
CUSTOMER 3	09-01	134.9	Pool Member	MARKETER (BRK/DM/PASS)	
CUSTOMER 4	09-01	3.1	Pool Member	MARKETER (LAW/DM/PASS)	
CUSTOMER 5	09-01	48.4	Pool Member	MARKETER (BRK/DM/PASS)	Manual Entry
CUSTOMER 6	09-01	0.0	Pool Member	MARKETER (SPR/DM/PASS)	
CUSTOMER C	09-01	6.2	Pool Member	MARKETER (LAW/DM/PASS)	Manual Entry
CUSTOMER D	09-01	157.6	Pool Member	MARKETER (BRK/DM/PASS)	
CUSTOMER E	09-01	7.2	Pool Member	MARKETER (LAW/DM/PASS)	
CUSTOMER F	09-01	0.0	Pool Member	MARKETER (LAW/DM/PASS)	
CUSTOMER G	09-01	62.8	Pool Member	MARKETER (BRK/DM/PASS)	
CUSTOMER H	09-01	407.9	Pool Member	MARKETER (BRK/DM/PASS)	
CUSTOMER J	09-01	79.3	Pool Member	MARKETER (LAW/DM/PASS)	
CUSTOMER K	09-01	0.0	Pool Member	MARKETER (BRK/DM/PASS)	
CUSTOMER L	09-01	10.3	Pool Member	MARKETER (SPR/DM/PASS)	
CUSTOMER N	09-01	174.1	Pool Member	MARKETER (LAW/DM/PASS)	
CUSTOMER O	09-01	1.0	Pool Member	MARKETER (BRK/DM/PASS)	
CUSTOMER Q	09-01	28.8	Pool Member	MARKETER (SPR/DM/PASS)	
CUSTOMER R	09-01	71.1	Pool Member	MARKETER (BRK/DM/PASS)	
CUSTOMER T	09-01	229.7	Pool Member	MARKETER (BRK/DM/PASS)	
CUSTOMER U	09-01	41.2	Pool Member	MARKETER (LAW/DM/PASS)	

4. If the pool has not been billed yet, a message will appear in Red at the heading:

   Dth volume displayed may not represent actual billed volume.

   This is because the final BTU factor for the month has not been calculated. The BTU Factor is used to convert CCF or MCF usage to dekatherms.

5. The message column can display
   - "Pool Member Volume is Missing" if not all the customers in the pool have usage loaded in our system.
   - "Missing Volume" if the customer's usage has not been loaded in our system
   - "Manual Entry" if the customer's usage has been modified after loaded into the system, or it has been entered manually
   - "Estimated" if the customer's usage has been estimated.

6. The usage by month can be exported to any application that accepts comma separated files, such as Microsoft Excel. Click on the download link. When prompted, click on the OPEN button to open immediate, or SAVE button to save on your local drives.

   Microsoft Excel Hint: To expand the columns to fit the width of the data, select all the contents (Ctrl + A). Choose Format → Autofit Column Width.

	A	B	C	D	E	F
1	CUSTOMER 3	1-Sep	134.9	Pool Member	MARKETER (BRK/DM/PASS)	
2	CUSTOMER 4	1-Sep	3.1	Pool Member	MARKETER (LAW/DM/PASS)	
3	CUSTOMER 5	1-Sep	48.4	Pool Member	MARKETER (BRK/DM/PASS)	Manual Entry
4	CUSTOMER 6	1-Sep	0	Pool Member	MARKETER (SPR/DM/PASS)	
5	CUSTOMER C	1-Sep	6.2	Pool Member	MARKETER (LAW/DM/PASS)	Manual Entry
6	CUSTOMER D	1-Sep	157.6	Pool Member	MARKETER (BRK/DM/PASS)	
7	CUSTOMER E	1-Sep	7.2	Pool Member	MARKETER (LAW/DM/PASS)	
8	CUSTOMER F	1-Sep	0	Pool Member	MARKETER (LAW/DM/PASS)	
9	CUSTOMER G	1-Sep	62.8	Pool Member	MARKETER (BRK/DM/PASS)	
10	CUSTOMER H	1-Sep	407.9	Pool Member	MARKETER (BRK/DM/PASS)	
11	CUSTOMER J	1-Sep	79.3	Pool Member	MARKETER (LAW/DM/PASS)	
12	CUSTOMER K	1-Sep	0	Pool Member	MARKETER (BRK/DM/PASS)	

7. *User Administration*

The Maintain Users page provides the ability for a designated security administrator to add, change, and remove the users of EnergyAccessOnline. Each user can be assigned the userid and password he or she will use to log on to the secured portions of the EnergyAccessOnline application. Each user can also be assigned to the functions he or she will be performing. The user will be restricted to those assigned functions.

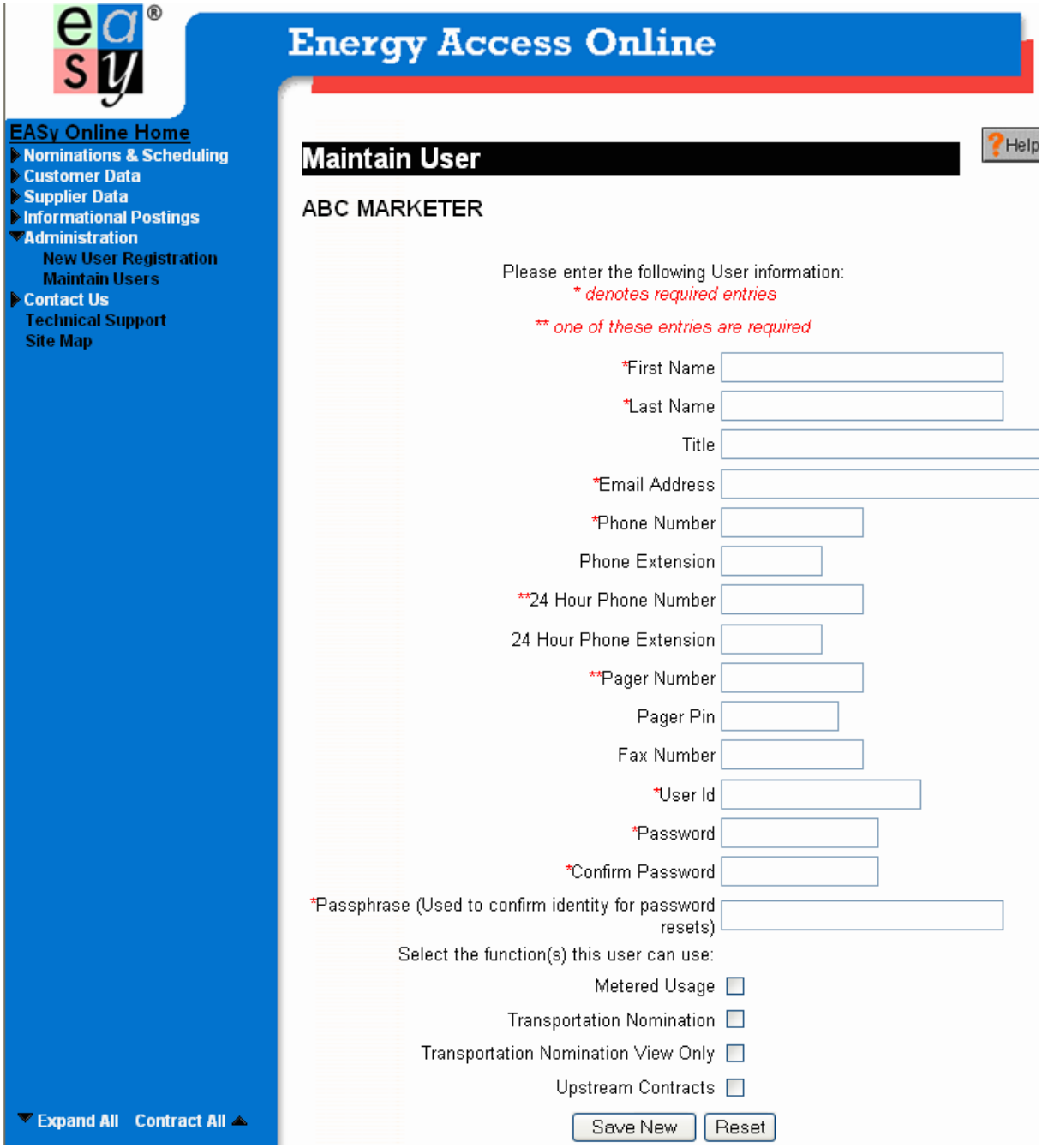
Note that Columbia Gas of Massachusetts cannot be responsible for removing users who should no longer have access to functions to which they have been assigned. See Columbia Gas of Massachusetts's Terms and Conditions of Use for further information.

7.1.Adding a new user

When the Maintain User web page is first opened, there is the option to create a new user, modify an existing user or remove a user. To add a new user:

1. Click on the CREATE NEW button.

2. You will be presented with a blank form for entering the user information.



The rules for valid entry are:

- All required fields must be entered. Required fields are designated by an asterisk.
- The phone number and fax number (if entered) must include the area code, and cannot include an extension. It is only necessary to enter the numbers.
- The userid cannot be changed once it is saved.
- The password:
    - must be at least seven to eight characters
    - must contain at least (0 - 9) or one special character (@, $, {})
    - cannot begin with a number or special character
    - must contain at least one upper and lower case alphabetic character (A-Z and a-z)
    - must contain no more than 2 pair(s) of repeating characters
    - is case sensitive.
- The confirm password must be the same as the password, to ensure correct entry, as the password is not visible on the screen.

Important Notes:

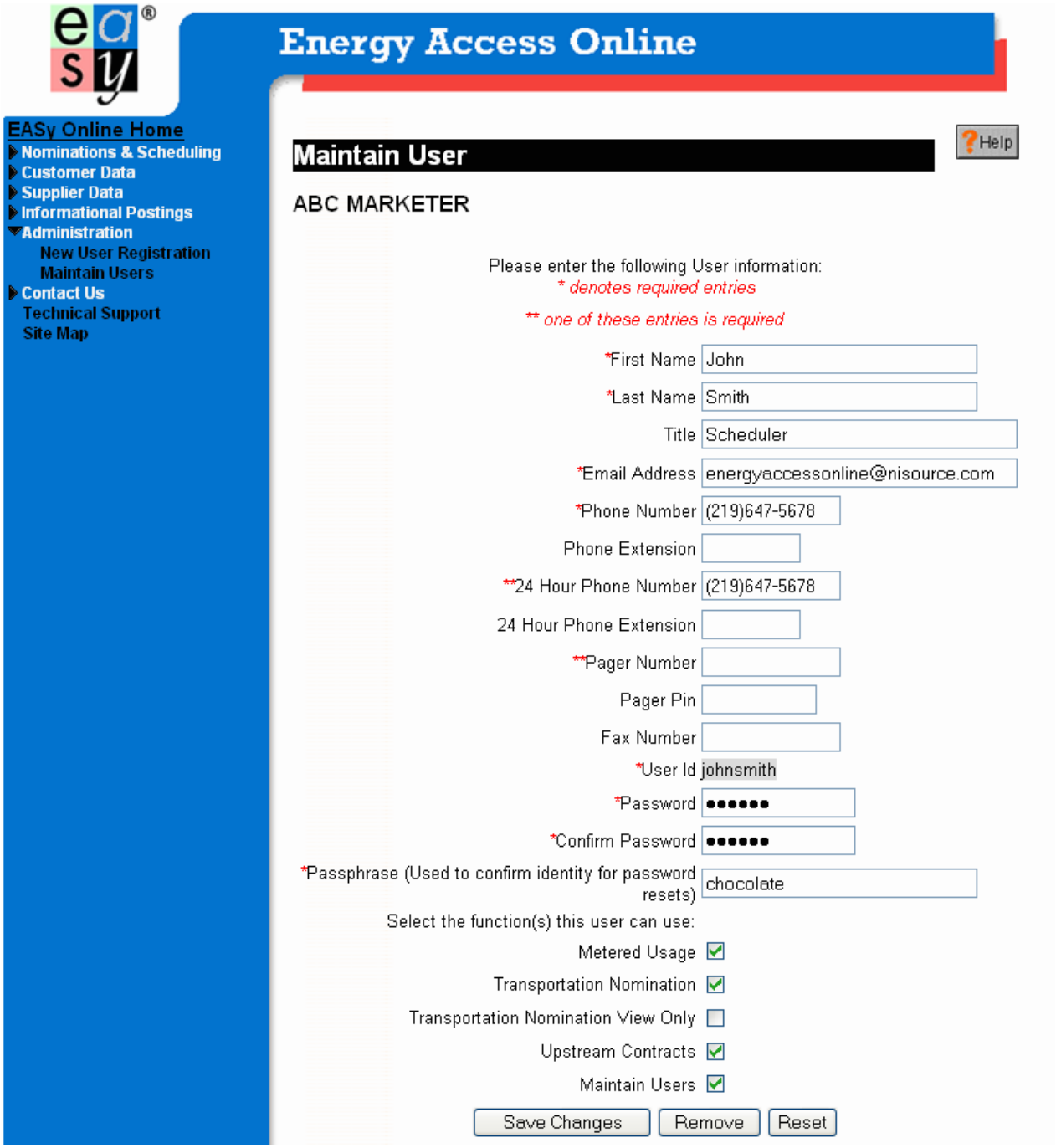
- The passphrase is one or two words used to confirm the identity of the user when he/she calls the Help Desk for a password reset. Examples are "chocolate", "mustang", or "orange".
- The list of available functions is based on the contracts for services the company has with Columbia Gas of Massachusetts.
- If the user would need READ ONLY access to transport nomination, BOTH Transportation Nomination and Transportation Nomination View Only functions need to be checked.

3. Press the 'Save' button. If there is an error, the page will be presented again with the error message(s) displayed. If the new user was accepted, the user information will be displayed with a confirmation message.

7.2.Modifying an existing user

When the Maintain User web page is first opened, there is the option to create a new user, modify an existing user, or remove a user. To modify an existing user:

1. Press the red SELECT button on the left side of an existing user. You will be presented with the information currently on file for that user.



2. The rules for valid entry are:
    - All required fields must be entered. Required fields are designated by an asterisk.
    - The phone number and fax number (if entered) must include the area code, and cannot include an extension. It is only necessary to enter the numbers.
    - The userid cannot be changed.
    - The password:
        - must be at least seven to eight characters
        - must contain at least (0 - 9) or one special character (@, $, {})
        - cannot begin with a number or special character
        - must contain at least one upper and lower case alphabetic character (A-Z and a-z)
        - must contain no more than 2 pair(s) of repeating characters
        - is case sensitive.
    - The confirm password must be the same as the password, to ensure correct entry, as the password is not visible on the screen.

    Important Notes:
    - The passphrase is one or two words used to confirm the identity of the user when he/she calls the Help Desk for a password reset. Examples are "chocolate", "mustang", or "orange".
    - The list of available functions is based on the contracts for services the company has with Columbia Gas of Massachusetts.
    - If the user would need READ ONLY access to transport nomination, BOTH Transportation Nomination and Transportation Nomination View Only functions need to be checked.

3. Press the 'Save' button. If there is an error, the page will be presented again with the error message(s) displayed. If the new user was accepted, the user information will be displayed with a confirmation message.

7.3.Removing an existing user

When the Maintain User web page is first opened, there is the option to create a new user, modify an existing user, or remove a user. To remove an existing user:

1. Press the red SELECT button on the left side of an existing user. You will be presented with the information currently on file for that user.
2. Press the 'Remove' button. The user information will be displayed with a confirmation message.

8. Contact Information

We welcome questions or comments about our web site. We also are available to help with the use of the web site, and for user registration and password assistance.

Password Issues

Phone: 866-891-4127

Technical Issues / Feedback

Phone: 219-647-5678
Email: energyaccessonline@nisource.com

Business Contacts:
For up to date contact information, please visit the Transportation Services web page under the Contact Us section.